

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
RACING STEWARD, EQUINE

DEFINITION

Interprets/enforces the Code of Iowa and Racing and Gaming Commission administrative rules at a pari-mutuel horse racetrack and makes decisions not specifically covered by code or rules to insure the integrity pari-mutuel racing/wagering; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Serves as a member of the Board of Stewards to review alleged violations; issues rulings after hearing testimony and may levy fines/suspensions and/or make recommendations to the Iowa Racing and Gaming Commission for further action.

If the initial application for a license contains information that may be disqualifying, interviews applicants, clarifies the information and makes a decision on the ability of the applicant to be licensed.

Advises track management, law enforcement officers, licensees, owners, trainers, jockeys, and the general public on the Iowa Code and administrative rules and resolves regulatory disputes; notifies track management of potential compliance problems with proposed changes in internal procedures; notifies the administrator of interaction with the media.

Observes the running of live races/replays on video tape and determines if all starting gate opened simultaneously, there was no interference of a horse and jockeys/horses put forth their best effort; may disqualify a horse and change the order of finish if a foul was committed; declares the race is official.

Monitors the pattern of wagering and may cancel wagering if irregularities are discovered.

Works with veterinarians to insure that required body fluid samples are being taken; receives veterinarian laboratory reports from official racing chemist on positives, non-positives and suspicious results and follows up on outstanding tests; notifies trainers on positive tests and arranges a hearing.

Develops, revises, administers and scores written examinations for people seeking first time licensure as a trainer, assistant trainer, and assistant jockey.

COMPETENCIES REQUIRED

Knowledge of Iowa Administrative Rules that pertain to pari-mutuel racing.

Knowledge of horse racing.

Knowledge of pari-mutuel wagering.

Knowledge of racetracks, security, policies and other track procedures.

Knowledge of medications used for racehorses and trends in new medications.

Knowledge of the role of mutuel departments, trainers, owners and jockeys.

Knowledge of the current trends in the horse racing industry.

Ability to observe races and to make decisions on violations.

Ability to evaluate the legitimacy of responses to possible violations.

Ability to make logical and accurate decisions based on interpretations of administrative rules.

Ability to effectively work with people from all socioeconomic backgrounds.

Ability to establish and maintain an effective working relationship with the racing industry, the regulated facility, and the general public.

Ability to prepare reports and maintain associated records.

Ability to resolve disputes between track management, patrons, owners, trainers, and jockeys.

Ability to identify irregularities in wagering.

The ability to distinguish colors correctly.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the Iowa Racing and Gaming Commission.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

The equivalent of two years of full-time experience which involved working directly with the pari-mutuel horse racing industry as a racing official, such as a placing judge, paddock judge, racing secretary, clerk of scales, steward, assistant steward, or other racing official that involved interpreting rules of horse racing and making judgments;

OR

the equivalent of five years of full-time experience in the pari-mutuel horse racing industry in a non-official capacity that still involved interpreting the rules of horse racing, such as jockey, trainer, owner or closely related occupation.

NECESSARY SPECIAL REQUIREMENTS

All applicants for this classification must be able to obtain and maintain in good standing an Iowa Racing and Gaming Commission Occupational License.

Employees in this position shall not: buy or sell any horse under their supervision; wager on a race under their supervision; be licensed to participate in racing in any other capacity; participate in wagering on any gambling games in any casino in the State of Iowa; and knowingly have a pecuniary, equitable, or other interest in or engage in a business or employment that would be a conflict of interest or interfere with the proper discharge of the duties of the Iowa Racing and Gaming Commission (pursuant to 99D.5).

SPECIAL NOTE:

Upon offer of employment, applicants must pass an optical examination evidencing corrected 20/20 vision. Thereafter, evidence of such must be provided every 3 years at employee's cost.

NOTE:

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the employing agency as follows:

Iowa Racing and Gaming Commission
717 East Court Avenue
Des Moines, Iowa 50309

Effective Date: 5/04 JG