National Racing Compact License Administrator – Job Description

Job title: License Administrator

Location: Lexington, KY

Reports to: Executive Director

Status: Hourly 30-37.5 hours per week, Starting Rate $12/hr

Schedule: Monday- Friday 9 a.m. to 5 p.m.

Summary:

Performs all related tasks for processing racing license applications for owners, trainers, jockeys and drivers that wish to use the National Racing License to participate in races that allow pari-mutuel wagering in multiple states. The National Racing Compact is an interstate Compact of State Racing Commissions that was created for the benefit of horsemen who race in multiple states.

Responsibilities and duties include, but are not limited to the following:

- Answer and respond to phone calls and emails
- Interact with State Racing Commissions
- Evaluate applications and documentation to determine qualification for a National Racing License
• Use of Quickbooks Financial Software
• Billing
• Filing
• Provide quality customer service to owners, trainers, drivers and jockeys that wish to use the National Racing License to race in multiple jurisdictions.

**Essential Competencies**

• Reliability
• Communication Skills
• Composure
• Customer Oriented
• Listening Skills
• Organization and Planning
• Team Player
• Basic Microsoft Skills

All Candidates must be able to pass a criminal history check to be considered for job placement. If you are interested in this great opportunity to work on the regulatory side of the equine industry and communicate with many of our industry leaders on a daily basis, please submit a resume or inquiries to Executive Director Patrick Thompson at pthompson@racinglicense.com.