



Classification: Account Clerk I - CJIS
Title Code: V00811
Pay Range: 08

POSITION SUMMARY:

This is an entry-level position where the employee prepares, processes, and performs routine bookkeeping and related clerical work in the maintenance and review of the Criminal Justice Information Services Division financial records. Work includes the posting of routine entries in ledgers, examining and coding financial documents, simple balancing operations and arithmetic computations of financial data in accordance with existing procedures. Duties may also involve receiving funds and verifying amounts. The employee in this class is closely supervised.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Prepares and enters financial transactions, procurement documents and payments into the computer via the personal computer after verification of accuracy; maintains files and a ledger on financial transactions.

Prepares statistical, progress, and informational reports relating to the Criminal Records System Fund; prepares, enters, and maintains CJIS' revolving fund information in SAM II via spreadsheet.

Projects expenditures; tracks and submits invoices for payment.

Reviews monthly financial report validating CJIS' expenditures; tracks and monitors the revenue and expenditures of CJIS' funds.

Creates, revises, and updates reports/spreadsheets; maintains, verifies, and updates records; sorts and transports files; purges records and documents; adheres to CJIS' retention schedule.

Processes all accounts receivable and accounts payable; serves as liaison with vendors on billing issues and with customers on accounts receivable issues.

Maintains financial records, files, and ledgers or expenditures including purchase orders and contractual agreements.

Examines, processes and/or audits various invoices, reports, and documents for mathematical accuracy, completeness and procedural correctness.

Serves as the purchasing agent for CJIS (purchase orders, purchase items, bids, etc.).

Prepares and processes state expense reports for payment.

Answers telephone; sorts and delivers mail.

Performs other related duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of bookkeeping principles and practices.

Some knowledge of office methods and procedures.

Ability to read English effectively.

Knowledge of and ability to use Excel and Microsoft Word.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to maintain various records and files.

Ability to establish and maintain harmonious working relations with others.

Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow oral and written directions.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate basic office machines.

Ability to exercise judgment and discretion.

Possess the skill to operate a calculator with a high degree of accuracy.

Ability to type at a rate of 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.