



**Classification:** Fiscal & Budgetary Analyst I - Crime Laboratory Division

**Title Code:** V00131

**Pay Range:** 15

**POSITION SUMMARY:**

This is an entry-level position where the employee prepares and examines monthly expense reports, purchase orders, invoices, and supporting documentation for accuracy and compliance with state regulations for the Crime Laboratory Division. The employee ensures that proper fund, appropriation, and object codes are assigned. The employee uses the SAM II on-line financial system to enter documents and conduct research for purchasing, payment, and budget information. The employee also examines and approves expenditures for accountability on all crime laboratory personnel and maintains complex financial records, files, and ledgers. Work is performed under close supervision within the framework of well-established rules and procedures.

**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, analyzes, and examines all invoices and monthly expense reports for accuracy and compliance with state regulations, and assignment of proper fund, appropriation, and object codes; communicates with personnel in troops, divisions, State Accounting, and vendors in order to clarify and correct any discrepancies in the payment of invoices.

Creates and enters purchase order information, receivers, and payment documents in SAM II; monitors balances of appropriations at end of fiscal year in order to achieve efficient fund expenditures.

Plans, directs, and maintains the accounting system for multiple revolving funds for the Crime Laboratory Division (keeps records of expenditures, receipts, purchases, allotments and price increases).

Assists in setting up new vendor accounts in the SAM II on-line financial system; responsible for updates to the accounts, i.e. address changes, etc.

Responds and provides technical guidance and information to various crime laboratory personnel and outside agencies reference purchase orders, price agreements, payment documents, state regulations and procedures, expense issues, etc. (e.g. answers questions, investigates and rectifies problems, clarifies incomplete or unclear information, etc.).

Establishes and implements internal procedures for audit control of accounts and to maintain compliance with state and federal guidelines, rules and regulations.

Creates, revises, and updates financial reports reflecting expenditures, receipts, obligations, and state financial participation.

Creates, revises, and updates revenue transmittals for highway and general revenue funds.

Reviews, processes, reconciles, and files reports generated by Office of Administration.

Maintains, verifies and updates manual ledgers and records; sorts, transports, files, and purges records and documents.

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Maintains master file of all pending and closed purchase orders.

Monitors expiration dates for all lab purchasing contracts. Creates NR documents to renew or create contracts with vendors.

Serves as the division's secretary; checks email for incoming correspondence from other employees, divisions, and outside vendors; Creates and forwards correspondence to a variety of sources; serves as division's timekeeper; monitors and corrects time records in the SAM II system; delivers outgoing and incoming mail; distributes general orders to appropriate crime laboratory personnel.

Operates office equipment (e.g., typewriter, calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Some knowledge of modern office practices, procedures, and equipment.

Some knowledge of business English, punctuation, and spelling.

Some knowledge of bookkeeping principles and practices.

Ability to read English effectively.

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

Ability to learn Patrol policies and procedures governing expense reimbursement, expenditure of state funds, agency fiscal procedures, and fiscal records maintenance.

Ability to apply general bookkeeping principles in the recording of appropriations, encumbrances, and expenditures.

Ability to make computer entries in the SAM II on-line financial system.

Ability to make arithmetical calculations with speed and accuracy.

Ability to maintain complex clerical records and files.

Ability to verify documents produced and received, and takes proper steps to reconcile errors.

Ability to produce a volume of work and meet predetermined deadlines.

Ability to organize and prioritize work effectively.

Ability to establish and maintain harmonious working relations with other department employees and a variety of representatives from public and private agencies.

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Ability to operate basic office equipment (e.g., typewriter, calculator, copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to alphabetize, transport, file and purge documents and records.

Skill in operating a calculator with a high degree of efficiency.

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

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 high school or possess a GED and three years of responsible office or clerical experience.

**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.