



**Classification:** Fiscal and Budgetary Analyst I (FFD)

**Title Code:** V00131

**Pay Range:** 15

**POSITION SUMMARY:** This is an entry level position, which is responsible for performing moderately complex bookkeeping tasks and related clerical work in the maintenance of financial and vehicle maintenance records for the Patrol's fleet and its operation. Work may include the posting of routine entries in computerized ledgers, examining and coding financial documents, receiving funds and verifying amounts. Work is performed under general supervision; however, the employee is expected to exercise judgment and discretion within the limits of established 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.)

Processes all invoices and purchase orders by examining for completeness and procedural correctness, coding, and entering into the SAM II computer system.

Communicates with personnel in Troops and vendors in order to clarify and correct any discrepancies in the ordering of equipment or payment of invoices.

Collects, proofs, logs, and files reports and records for mileage, gasoline, accidents, repairs, etc., of Patrol vehicles into computer database; distributes monthly and yearly reports related to this data.

Records and deposits funds received from sold Patrol vehicles, miscellaneous equipment, vehicle damage restitution ledgers, etc.; maintains appropriate documentation.

Maintains and processes all applicable records on new or sold Patrol vehicles (e.g., titles, warranties, revenue transmittals, vehicle assignments, etc.).

Processes requests and initiates the payment of automobile-related expense bills from each Troop Headquarters and General Headquarters.

Monitors equipment expenditures and regularly updates the division director on the status of pending purchase orders.

Completes and reviews expense reports for accuracy and completeness; submits for approval.

Processes uniform requests for the division and troop auto technicians.

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

Resolves division-related questions and concerns by telephone and in person or forwards requests to appropriate staff member.

Tracks all vehicles from notification to completion; assists maintenance personnel with questions regarding the notices.

Types, proofs, and forwards miscellaneous correspondence (e.g., CSR's, IOC's, form letters, etc.); compiles statistical information as required.

Assists in training lower level clerks; serves as a lead worker and provides technical guidance in the supervisor's absence.

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

Maintains a division vendor list, as well as adding new vendors to SAM II.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of general office procedures.

Knowledge of personal computer operations and a variety of spreadsheets and word processing programs.

Ability to learn bookkeeping principles and practices.

Ability to learn state purchasing regulations with regard to state contracts.

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

Ability to maintain various computerized and hard copy records and files.

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

Ability to expedite a voluminous flow of detailed work.

Ability to work independently with general supervision.

Ability to exercise judgment and discretion.

Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow verbal and written directions.

Ability to organize and prioritize work effectively.

Ability to operate basic office equipment as detailed in the description of duties.

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

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

Ability to establish and maintain harmonious working relations with others.

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.)

Possession of a high school diploma or equivalent and at least three years of responsible 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.