



**Classification:** Administrative Analyst III

**Title Code:** V00763

**Pay Range:** 25

**POSITION SUMMARY:**

This is a senior-level technical and supervisory position where the employee is responsible for work in the development, analysis, and evaluation of procedures, forms, records, communications, operations, and accreditation management. The employee receives general administrative oversight and is expected to exercise independent judgement and initiative in planning and handling assignments. The employee reports directly to a designated superior.

**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.)

Analyzes and develops written procedures by conducting special surveys and studies.

Gathers and verifies organizational and procedural information to maintain and update departmental forms and procedures manuals.

Provides support and oversight to various departmental accreditation functions as directed.

Develops and designs current and proposed departmental forms, records, and communications.

Evaluates requests for form design, determining need and proper method of form development, revision, or consolidation.

Investigates potential areas for technological improvement and provides technical support to the Criminal Justice Information Services Division (CJIS) regarding forms design.

Reviews printing requisitions, departmental forms, and organizational policies to insure proper dissemination of each and cost-effective printing options.

Conducts surveys, method studies, system improvement studies, and analysis of all phases of departmental programs.

Reviews and evaluates the effectiveness of departmental systems/applications to ensure compliance with policies, procedures, and customer needs.

Assists with the staff inspection processes and external survey assessments by providing support to various functions as directed.

Supervises the departmental accreditation process and provides support to various accreditation functions as directed.

Supervises assigned division personnel.

Performs other related work as assigned.

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

Comprehensive knowledge of federal and state laws and administrative rules and policies governing the administration of all phases of departmental programs.

Comprehensive knowledge of existing procedures and practices followed in central and local office/institutional operations that achieve departmental objectives.

Comprehensive knowledge of current principles and practices of organization, administration, and management.

Comprehensive knowledge of business math computations, grammar, composition, and spelling.

Comprehensive knowledge of various software packages utilized for word processing, graphics, and electronic forms.

Possess analytical and troubleshooting skills.

Comprehensive knowledge of electronic data processing equipment, methods, and operations.

Thorough knowledge of business English, spelling, and grammar.

Knowledge of the basic principles and practices of supervisory and management techniques.

Ability to create and interpret complex Excel spreadsheets.

Ability to interpret, explain, and apply statutes, regulations, and agency policies.

Ability to conduct surveys, studies, and analyses.

Ability to prepare clear and concise procedural instructions.

Ability to prepare standard and ad hoc reports.

Ability to follow complex instructions and work within the pressure of regular deadlines.

Ability to work on several projects simultaneously.

Possess strong verbal and written communication skills.

Possess strong interpersonal skills.

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

Ability to establish and maintain harmonious working relations with others, as well as user-agency personnel and vendors.

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

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.).

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Ability to operate basic office equipment.

Ability to perform job-related travel.

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

One year as an Administrative Analyst II with the Missouri State Highway Patrol or comparable experience, or possess at least six years of technical or professional experience in public or business administration, including one or more years in the analysis and/or development of methods and procedures, or forms design.

**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.