



**Classification:** Administrative Analyst I

**Title Code:** V00761

**Pay Range:** 17

**POSITION SUMMARY:**

This is an entry-level technical position where the employee assists with work in the development, analysis, and evaluation of procedures, forms, records, communications, operations, and accreditation. The individual in this position will manage all activities necessary to maintain accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA), including current and historical proofs of compliance files and coordination with designated component accreditation representatives. Work is performed under general supervision from a designated supervisor; however, the employee will work independently within established guidelines.

**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.)

Conducts special surveys and studies to develop written procedures..

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

Assists in analyzing the development and design of current and proposed departmental forms, records, and communications.

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

Reviews and files necessary directives, reports, and other documentation proving compliance with all CALEA standards; updates appropriate accreditation files.

Coordinates on-site assessments by mock assessment teams and/or official on-site and virtual assessments by CALEA.

Coordinates the activities of designated component CALEA accreditation representatives.

Provides information to the public, employees, and other agencies concerning accreditation.

Prepares and submits required reports to CALEA.

Assists in investigating potential areas for technological improvement and assists in providing technical support to the Criminal Justice Information Services Division (CJIS) regarding necessary internal automated processes.

Assists with conducting surveys, method studies, system improvement studies, and analysis of all phases of departmental programs.

Assists in the review and evaluation of the effectiveness of departmental systems/applications to ensure compliance with policies, procedures, and customer needs.

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Performs other related work as assigned.

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

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

Introductory knowledge of procedures and practices that achieve departmental objectives.

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

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

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

Introductory analytical and troubleshooting skills.

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

Thorough knowledge of business English, spelling, and grammar.

Ability to create and interpret complex Excel spreadsheets.

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

Ability to assist in the conduct of 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.

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.).

Ability to operate basic office equipment.

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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 possess at least four years of technical or professional experience in public or business administration.

**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.