



**Classification:** Special Assistant - Projects (FOB)

**Title Code:** V09875

**Pay Range:** -

**POSITION SUMMARY:** This position provides professional administrative and secretarial support. Work includes maintaining a close and highly responsive relationship to the day-to-day activities of the Command Staff, as well as knowledge of and understanding of office routine departmental procedures. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by the bureau commander(s).

**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.)

Maintains a database and tracks all expenditures and enforcement activities associated with the Field Operations Bureau (e.g., state and federal grants, canine funding, special enforcement programs, crash teams, chaplain program, victim advocate, and SWAT)

Responsible for travel arrangements and lodging, flights, conference registration; vendor contracts; SAM II documents: PGQ, SC, PDQ & SCS; lease payments; equipment purchases, and property records, etc.

Assists in setting up conferences hosted by Field Operations, including hotel agreement and conference registration. (Drug Interdiction Assistant Program (DIAP), Missouri Office of Victim Advocates (MOVA), DESERT SNOW, Truck Terrorism Training, Marijuana Conference, etc.).

Prepares Special Assignment/Committee Requests and Reports, SHP-938s, for special assignments for Canine, SWAT, Crash Team, and Field Operations employees or other events sponsored by Field Operations (Presidential Debate, Inauguration, State Fair, etc.).

Prepares and processes expense reports, and uniform allowance reports for payment.

Tracks, codes, and submits invoices for payment.

Responsible for ordering supplies for FOB, Crash Team, SWAT, Canine, Chaplains, and Victim Advocate programs.

Prepares designs for promotional items.

Assists in drafting and preparing endorsements for FOB related correspondence.

Assists the bureau's grant specialist with preparation of reports to ensure compliance with grant requirements. Assists with Marijuana program when requested.

Verifies reports submitted by components for grant overtime projects involving FOB funds.

Prepares reports for FOB employees assigned to work special overtime projects.

Prepares overtime agreements and invoices with outside vendors for escorts, security details or construction zone work areas. Tracks invoice payments and overdue notices.

Serves as liaison with vendors on billing issues, and 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.

Prepares statistical reports of state and federal grants, special enforcement projects, etc.

Maintains database on CJ95 for reporting of activity on Selective Traffic Enforcement Reports, SHP-135s.

Serves as the Timekeeper for individuals assigned to the Field Operations Bureau and BAT Van Drivers.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Working knowledge of office practices, procedures, and equipment.

Working knowledge of business English, punctuation, and spelling.

Ability to read and understand English effectively.

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

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

Ability to apply general accounting 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 databases and administrative records.

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

Ability to accurately produce a large volume of work and meet established 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.

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

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

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

Ability to proficiently perform calculations.

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 possess three years of responsible office or clerical experience, plus three years of experience as a Fiscal and Budgetary Analyst, Account Clerk, or comparable 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.