

POSTING DATE: January 31, 2018

CLOSING DATE: February 14, 2018



CRIME LABORATORY DIVISION MISSOURI STATE HIGHWAY PATROL

JOB OPPORTUNITY BULLETIN

JOB ID: 671

TITLE: FISCAL AND BUDGETARY ANALYST I, II, OR III

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DESCRIPTION: A Fiscal and Budgetary Analyst position now exists within the Missouri State Highway Patrol's Crime Laboratory Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

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.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: **Fiscal and Budgetary Analyst I:** Graduation from high school or possess a GED and three years of responsible office or clerical experience. **Fiscal and Budgetary Analyst II:** Graduation from high school or possess a GED and one year of experience as a Fiscal & Budgetary Analyst I or comparable experience. **Fiscal and Budgetary Analyst III:** Graduation from high school or possess a GED and two years of experience as a Fiscal and Budgetary Analyst II or comparable experience.

NECESSARY SPECIAL REQUIREMENTS:

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,157.00; however, salary may be commensurate with experience.

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APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at www.mshp.dps.mo.gov to complete and submit an [application](#) prior to the application deadline. Applicants with the necessary educational qualifications must also upload a copy of their college transcripts to the online application system. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of February 28, 2018. The tentative start date for this position is within 30 days of the interview.

Polygraph Examination: The applicant must undergo and successfully complete a polygraph examination, administered by a Patrol polygraphist. The polygraph examination can be stressful for some applicants. Conditions such as hypertension, pregnancy, respiratory or heart ailments, etc., may affect the results of the polygraph examination. While there is no medical evidence that a polygraph examination affects a person's health, applicants are encouraged to discuss this step with their physician prior to the examination to determine if it is suitable for them to be tested. If an accommodation is needed, the applicant must discuss this with the Human Resources Division at the time the examination is scheduled. Those applicants who are pregnant will not be tested until after the birth of the child. All applicants are required to sign a waiver form prior to taking the polygraph examination. The areas covered in the polygraph examination are as follows: employment history, traffic record, financial history, past and current illegal drug usage, record of criminal convictions, and basic honesty.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

*****Missouri State Highway Patrol*****

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