



Classification: Fiscal & Budgetary Analyst III (Division Secretary)

Title Code: V00133

Pay Range: 18

POSITION SUMMARY:

Work includes varied clerical and secretarial duties requiring knowledge of office routine and an understanding of departmental policies and procedures. An employee in this position provides responsible administrative and secretarial support. Maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff procedures. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by the division director.

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.)

Provides administrative and secretarial support for the division; recognizes division director's priorities; schedules meetings and appointments for supervisor; makes arrangements for conferences and meetings (possibly including travel arrangements) and assembles established background materials.

Screens telephone calls, visitors, and incoming correspondence; answers all complaint calls, calls on regulations, and calls on division compliance.

Opens and distributes large volume of mail to proper sources.

Composes or drafts correspondence involving division correspondence, reports, and forms; reviews all division correspondence for typographical accuracy, proper format, internal consistency, and conformance with department procedures.

Coordinates the purchasing card program, out-of-state travel authorizations, and check replacements with State Treasurer's Office.

Collects information from files or staff for routing inquiries or periodic reports; refers nonroutine requests to supervisor or staff.

Acts as the central point for incoming and outgoing e-mail and forms; disseminates large volumes of e-mail, as needed.

Serves as a liaison for employees and vendors to resolve payment and paycheck issues.

Identifies and resolves various problems that affect the orderly flow of work of the division; determines when new procedures are needed for changing situations and devising and implementing alternatives.

Develops and maintains internal reports and other division files; compiles records and reports as necessary; enters and reconciles timekeeping records and runs appropriate reports.

May assist with payroll, employee deductions/reductions from payroll checks, nonaccountable uniform expense payments, and bill payments.

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May maintain complex financial records, files, and ledgers.

May be required to handle processes and issues involved with both payroll (SAM II HR) and accounts payable (SAM II Financial).

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

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of business English, spelling, and arithmetic.

Considerable knowledge of modern office practices, procedures, and equipment.

Considerable knowledge of the methods and equipment used in data entry for computer utilization.

Considerable knowledge of the application and interpretation of departmental policies and procedures.

Ability to learn assigned administrative and clerical tasks within a reasonable time, to adhere to prescribed routines, and to develop some skill in the operation of office appliances.

Ability to learn software programs utilized by the component within a reasonable time frame.

Ability to maintain complex clerical records and files.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to prepare reports from varied statistical information.

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 learn about state payroll and IRS procedures.

Ability to learn about Patrol policies and procedures governing payroll and expense reimbursement practices.

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

Ability to learn how to make computer entries into the SAM II on-line payroll system.

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Ability to make mathematical calculations with speed and accuracy.

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.)

Graduation from high school or possess a GED and three years of responsible office or clerical experience with some knowledge of payroll or accounts payable.

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.