



Classification: Fiscal and Budgetary Analyst I

Title Code: V00131

Pay Range: 15

POSITION SUMMARY:

This is an entry-level position where the employee prepares, records, and processes monies received in the Criminal Justice Information Services Division from agencies and individuals requesting criminal record checks. Duties also include maintaining multiple databases for tracking monies received to ensure compliance with federal and state guidelines and providing statistical reports as required. The employee performs work independently within the framework of established rules and procedures; however, deviations from established procedures are normally cleared with the employee's supervisor.

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.)

Sorts and processes criminal history record requests received at the public window and by mail; maintains the division's Transmittal of Collections database by ensuring accurate information is placed on file for each individual or agency requesting criminal history checks (e.g., name, check number, check amount, date received, etc.); reviews money orders received for auditing requirements; prepares payment received for deposit into the SAM II system and forwards all monies to the Budget and Procurement Division.

Processes monthly billing received by the Federal Bureau of Investigation for fingerprints submitted by the division for various agencies requesting national record searches; reviews and verifies the amount owed by each agency on FBI bill and makes corrections as necessary; billing statement is prepared and forwarded to each agency for payment; payments received are verified for accuracy, entered into the appropriate database, and deposited into the SAM II system and Budget and Procurement Division.

Reports discovery of insufficient funds checks received and processes copies of the check(s) for recovery by the division; upon receipt of funds received to cover the insufficient funds check, payment is processed, appropriate database is updated, and original insufficient funds check is returned to the sender.

Prepares statistical data on amount of money received in division for criminal records checks, types of agencies requesting records checks, etc., to ensure compliance with federal and state reporting guidelines; forwards statistical information to command staff for administrative and/or auditing purposes.

Maintains, verifies and updates ledgers and records; sorts, transports, files and purges records and documents in accordance with the Secretary of State Retention of Records mandates and Patrol's General Order.

Communicates in writing and via telephone with state and local government agencies, private entities, and citizens reference timely requests for criminal history record information for employment purposes, adoptions, U.S. Citizenship, etc.; prepares correspondence when needed stipulating lack of information or monies received to process criminal record requests.

Answers telephone; sorts and delivers mail.

Performs other related duties as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Basic knowledge of auditing procedures and bookkeeping principles and practices.

Basic knowledge of modern office methods and procedures.

Ability to read English effectively.

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

Ability to process and post criminal history record requests.

Ability to organize and maintain various records and files.

Ability to produce a volume of work and meet predetermined deadlines.

Ability to make arithmetical calculations with speed and accuracy.

Ability to verify documents received and take proper steps to reconcile errors.

Ability to work independently with general supervision.

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

Ability to establish and maintain harmonious working relations with others.

Ability to understand and follow oral and written directions.

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

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

Ability to exercise judgment and discretion.

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 a standard high school or possess a GED.

Three years of responsible office or clerical experience.

FLSA STATUS: Non-exempt

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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.