



Classification: Temporary Clerk - Accounting Unit (CJIS)

Title Code: V09752

Pay Range: Hourly

POSITION SUMMARY:

This is a temporary position where the employee provides administrative, bookkeeping and clerical support in the Criminal Justice Information Services Division and maintains a close and highly responsive relationship with fellow staff in the day-to-day activities of the division's accounting unit. The employee has access to confidential information. An employee in this position is closely supervised.

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.)

Organizes and prioritizes the flow of work within the scope of job duties and expedites the dissemination of work to division staff in order to meet predetermined deadlines.

Answers the telephone; ascertains purpose of call and furnishes information from knowledge of agency policies, rules, and procedures; transfers calls to appropriate individual if further assistance is needed.

Collects, opens, reads, sorts, and distributes hard copy and electronic mail; may contact originating source to ascertain where mail needs to be forwarded; distributes computer printouts and electronic output to appropriate division personnel.

Prepares and enters financial transactions, procurement documents and payments into the computer via spreadsheets, after verification of accuracy; maintains files and a ledger on financial transactions.

Prepares statistical, progress, and informational reports relating to the Criminal Records System Fund; prepares, enters, and maintains CJIS' revolving fund information in SAM II via spreadsheet.

Projects expenditures; tracks and submits invoices for payment.

Reviews monthly financial report validating CJIS' expenditures; tracks and monitors the revenue and expenditures of CJIS' funds.

Creates, revises, and updates reports/spreadsheets; maintains, verifies, and updates records; sorts and transports files; purges records and documents; adheres to CJIS' retention schedule.

Participates in accounts receivable and accounts payable process; partial responsibility as liaison with vendors on billing issues and with customers 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.

Scans, imports, and indexes accounting documents into a document imaging system..

Performs other related work as assigned.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of bookkeeping principles and practices.

Some knowledge of office methods and procedures.

Knowledge of and ability to use Microsoft Excel and Microsoft Word.

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

Ability to maintain various records and files.

Ability to establish and maintain harmonious working relations with others.

Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow oral and written directions.

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

Ability to operate basic office machines.

Ability to exercise judgment and discretion.

Possess the skill to operate a calculator with a high degree of accuracy.

Ability to type at a rate of 40 words per minute with ten (10) errors or less.

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 independently.

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.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

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.