



Classification: Special Assistant (FOB)

Title Code: V09875

Pay Range: -

POSITION SUMMARY: This position provides fiscal and administrative support to the Field Operations Bureau. Work includes maintaining a close and highly responsive relationship to the day-to-day activities of the bureau, as well as knowledge and understanding of departmental procedures. The employee is expected to exercise judgment and initiative in the performance of assigned duties; however, general supervision is provided by the direct 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.):

Provides fiscal and administrative support for the bureau, as well as recognizes bureau staff priorities, to include making training and travel arrangements for conferences and meetings.

Manages assigned FOB grant funds, to include coordinating necessary fund allocation among Patrol components, and the proper completion/submission of related correspondence and records.

Manages Missouri Department of Transportation Workzone projects and superloads, to include coordinating assignments with troop staff and external agencies, drafting agreements, invoicing, payment processing, and the tracking and verification of overtime.

Documents and maintains disaster reporting (natural and civil) data for the Federal Emergency Management Agency and the Missouri State Emergency Management Agency.

Examines and verifies invoices, uniform expenses, and other expense reports for accuracy, to include monitoring, coding, and maintaining associated fiscal records and receipts for monthly reconciliation with the Budget and Procurement Division.

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

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

Develops and maintains internal reports and other bureau files; compiles records and reports as necessary in appropriate spreadsheets and/or databases.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of accounting principles and practices.

Considerable knowledge of the principles of project management.

Considerable knowledge of business English, spelling, and arithmetic.

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

Considerable knowledge of decision-making techniques and fundamentals of oral and written communication.

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

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

Working knowledge of the agency's functions and their inter-relationships, to include Patrol polices, procedures, rules, and regulations.

Working knowledge of computer operating systems as they pertain to related programs and technical services.

Possess considerable skill in time management techniques and prioritization.

Possess excellent interpersonal skills to deal effectively with a variety of personalities.

Ability to learn assigned clerical tasks within a reasonable time and to adhere to prescribed routines.

Ability to work independently in an organized and efficient manner, as well as exercise judgement and discretion.

Ability to provide technical assistance and guidance in work methods and program procedures.

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 make accurate mathematical computations and process financial transactions.

Ability to prepare and interpret financial reports and statements in accordance with accounting methods.

Ability to maintain detailed financial records utilizing automated and manual accounting systems.

Ability to operate basic office equipment and operating systems 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 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 seven years experience with the Patrol or possess nine years experience in administrative and/or clerical duties.

Preference may be given to applicants possessing experience in duties comparable to that of an advanced-level fiscal, administrative, and/or clerical function.

NECESSARY SPECIAL REQUIREMENTS: Completion of a typing test.

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.