



Classification: Administrative Analyst I

Title Code: V00761

Pay Range: 17

POSITION SUMMARY: This is an entry-level technical position where the employee assists in the development, analysis, and evaluation of procedures, forms, records, communications, operations, and accreditation. The individual in this position will assist in the management of all activities associated with maintaining accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA). Work is performed under close supervision from a designated supervisor; however, the employee will work independently within established guidelines.

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.):

Performs quality control of documents, to include proofreading for grammatical accuracy.

Assists with the storage and retention of applicable historical information and signature data.

Learns to develop and manage the agency directive workflows in PowerDMS, to include generating ad hoc workflows on request and tracking the status of workflows.

Assists with the submission of directives to components for periodic review and incorporates component input on directives to develop directive revisions.

Learns to publish directives on applicable platforms for agency-wide distribution.

Learns to provide technical assistance and training to component personnel in assigned areas (e.g. PowerDMS, CALEA, etc.).

Learns to assist in the coordination with external inspectors on annual internet-based assessments for the agency.

Learns to assist with the logistical arrangements for CALEA representatives' on-site assessments (e.g., lodging, travel, availability of agency personnel, etc.)

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of business English, spelling, as well as proper and effective use of grammar, punctuation, and sentence structure.

Knowledge of agency accreditation standards and procedures.

Knowledge of the principles of project management and the strategic planning process.

Knowledge of computer operating systems as they pertain to assigned duties.

Knowledge of the agency's functions and their inter-relationships, to include MSHP's policies, procedures, rules and regulations.

Possess skill in legal interpretation and policy development.

Possess good public speaking skills and the ability to interact with a variety of business professionals.

Must be skilled in time management techniques and prioritization.

Must possess excellent interpersonal skills to deal effectively with various personalities.

Ability to, or learn to, analyze and manage the implementation of special projects, assignments, and programs.

Ability to, or learn to, assist in the preparation and/or maintenance of reports, standards, policies, procedures, guidelines, and technical manuals.

Ability to gather, assemble, correlate, analyze, and interpret monthly statistics.

Ability to, or learn to, evaluate and modify internal procedures and systems.

Ability to work closely as a cooperative team and display professionalism and team leadership in the training and supervision of others, to include the monitoring and evaluation of others.

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

Ability to follow complex instructions and work within the pressure of regular deadlines.

Ability to demonstrate excellent management skills.

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

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 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 perform job related travel.

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 four years of technical or professional experience in public or business administration.

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.