



STATE OF CALIFORNIA
DEPARTMENT OF CORRECTIONS AND REHABILITATION
DIVISION OF ADULT INSTITUTIONS

DUTY STATEMENT

Classification: Accounting Officer (Specialist)	Position Number: 095-800-4546-001
Division/Office/Section: Business Services/ Accounting	
Location: California State Prison, San Quentin	Supervisory Position: No
Collective Bargaining Identifier (CBID): R01	

POSITION DESCRIPTION

Under the general supervision of the Senior Accounting Officer (Supervisor), this position ensures completion of the Inmate Trust Accounting/Cashier Office duties at San Quentin State Prison. The incumbent also acts as a lead person for technical and clerical staff.

ESSENTIAL FUNCTIONS

- 40% Monitors all activity related to employee payroll warrants. Receives payroll warrants from courier for the State Controller's Office at SAC Tues/Thurs. and picks up warrants from FSP Mon/Wed/Fri. Verifies receipt from SCO to items actually received. Posts all regular warrants to Clearance Sheet and processes releases received from Personnel, in alpha order in pay cage drawers. Prepares 1004s received from Personnel for forwarding to the Sacramento Accounting Office for all adjustments (Salary Advances, clearing of Salary Advances, Accounts Receivables, Garnishments, Dock, etc.) to await printing of check. Processes check in register and completes internal procedures. Processes check and backup (1161, etc.) in folder to be signed by employee before releasing check.
- 25% Monitors employee garnishment warrants received from State Controller's Office. Forwards garnishment notices to Personnel. Completes approved and released garnishment notices by attaching the original warrants, copying and forwarding to the State Disbursements Unit or proper entity. Maintains alpha log of warrants mailed.
- 15% Prepares inmate appeals at the first level of review. Analyzes trust account activity and research to cite the applied rules and regulations mandated by law and the State Administrative Manual. Interviews inmates, counselors, and other employees for investigative purposes. Completes written response and maintain a log of appeals.
- 10% Monitors warrants that have not been released by Personnel. Complete 60-Day Plus list of warrants (Warrants with Issue Dates over sixty days) to be forwarded to Personnel and Sacramento Accounting Office. Monitors list of Direct Deposit Warrants destroyed after 90 Days.
- 10% Attends all required In-Service Training (IST) annually and provides coverage behind staff vacancies as needed. Other duties as required.

Knowledge and Abilities: Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of

business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

Special Personal Characteristics: Ability to qualify for a fidelity bond.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of workday.
Frequently: Involves 1/3 to 2/3 of workday.
Occasionally: Involves 1/3 or less of workday.
N/A: Activity or condition is not applicable.

Standing: Occasionally - may stand while utilizing the photocopier or providing instructions to staff.

Walking: Occasionally - may walk to a printer, a staff member's desk or various offices to discuss accounting issues.

Sitting: Constantly - when using the computer terminal at the desk. There is flexibility for movement on a frequent basis to break sitting with standing and walking.

Lifting: Occasionally - will lift paperwork and files weighing from zero to five pounds. He/she will occasionally lift binders weighing up to five pounds of information regarding regulations. Rarely, overhead lifting of approximately ten pounds of archive files will be necessary.

Carrying: Occasionally - will carry the above noted files and supplies for short distances within the office area.

Bending/Stooping: Occasionally - when accessing forms under a counter, or supplies or files on a lower shelf or from a lower drawer. Slight bending at the waist and neck occurs on a frequent basis throughout the day such as needed to bend over the desk to use the calculator, to perform paperwork duties, or file documents.

Reaching in Front of Body: Frequently - to access a computer terminal, a 10 key or telephone. He/she will reach when operating a photocopier and pulling files.

Reaching Overhead: Occasionally - to reach the top shelves of a five-shelf vertical file.

Climbing: Occasionally - Climbs when using the step stool to reach files or forms. Climbs steps throughout the institution during performance of regular work responsibilities.

Balancing: Occasionally - Balances when using the step stool.

Pushing/Pulling: Occasionally - when opening desk drawers and retrieving binders and individual files.

Kneeling/Crouching: Occasionally - may choose to kneel/crouch when accessing information from a bottom drawer or shelf.

Crawling: N/A

Fine Finger Dexterity: Frequently - when sorting through paper, inputting information to the computer or operating a 10-key adding machine.

Hand/Wrist Movement: Frequently to Constantly - when sorting papers, looking through files, answering telephones, photocopying, entering and retrieving data from the computer, filling out forms on a typewriter, or making handwritten notes.

Hearing/Speech: Useful for handling telephone inquiries and conversing with coworkers and employees.

Sight: Required for perusing files and accessing computer terminals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The Accounting Officer (Specialist) works indoors in a thermostatically controlled environment on linoleum covered floors for majority of duties. The incumbent may be subjected to outdoor weather conditions when retrieving material from the storage area, walking to staff meetings, or coming to or leaving the work site.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Vertical file cabinets, a telephone, an electric typewriter, a personal computer, a calculator, a copy machine, shredder, hole punch, paper cutter, and the usual office supplies.

COMMENTS: Work hours are typically 7:00 a.m. to 3:00 p.m. but may vary. Information for this job description was obtained by reviewing the California State Personnel Board Specification and through observation of duties as they are currently performed.

Sexual Harassment Policy:

Sexual Harassment is illegal. All staff are required to conform to applicable laws, rules, codes, policies and procedures regarding Sexual Harassment and Equal Employment Opportunity (EEO). References are found in DOM Section 31010.
Initial: _____

Code of Conduct:

As an employee of the Division of Adult Institutions, we are expected to perform our duties at all times as follows: Demonstrate professionalism, honesty, and integrity; accept responsibility for our actions and their consequences; appreciate differences in people, their ideas and opinions; treat fellow employees, inmates and wards, families of inmates and wards, parolees, and the public with dignity and fairness; respect the rights of others and treat others fairly regardless of race, color, national origin, ancestry, gender, religion, marital status, age, disability, medical condition, pregnancy, sexual orientation, veteran status, or political affiliation; comply with all applicable laws and regulations; report misconduct or any unethical or illegal activity and cooperate fully with any investigation.

Initial: _____

Incompatible Activities:

Per California Code of Regulations, Title 15, Section 3413, Incompatible Activities, subsections (a) (1), (3), (6) and (b), employees are not to engage in activities for profit using State facilities, materials or time.

Initial: _____

Nepotism/Fraternization Policy:

Staff shall not use their personal relationships to aid or hinder others in the employment setting. Employees shall immediately notify the hiring authority or their respective supervisor when working arrangements and/or assignments are in conflict with the nepotism/fraternization policy. Additional information is found in DOM 33010.25

Initial: _____

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE