

DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
OFFICE OF THE CHIEF  
ADMINISTRATIVE SUPPORT UNIT  
420-710-5157-046

**JOB TITLE:** Staff Services Analyst

**STATEMENT OF DUTIES:** Under the supervision of the Staff Services Manager (SSM) I of the Division of Law Enforcement (DLE), Office of the Chief (OC), Administrative Support Unit (ASU), the Staff Services Analyst (SSA) acts as DLE's Forms Coordinator and ensures all division forms and letters meet appropriate standards for publishing. The SSA will act as backup to the other DLE forms coordinators, as needed. Additionally, the SSA will coordinate the preparation of the less complex grant proposals and agreements and tracks grant expenditures, as needed. Also assists ASU with various administrative tasks at the direction of the SSM I.

**SUPERVISION RECEIVED:** Reports directly to the Staff Services Manager I.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Ability to sit and type at a computer screen for long periods of time. Ability to bend and stand for 10-20 minutes at a time while filing in file cabinets. Ability to lift up to 25 pounds at a time.

**TYPICAL WORKING CONDITIONS:** The SSA will work in an internal cubicle in a general office setting. May be required to work overtime as needed for Mission Critical Projects.

**ESSENTIAL FUNCTIONS:**

- 50% Acts as DLE's Forms Coordinator. Assists DLE personnel in planning, designing, and development of new or revised forms and letters. Reviews documentation for conformance with DOJ's and DLE's forms and letters design standards. Collects and develops recommendations for revisions. Prepares drafts and routes appropriately throughout DOJ and DLE for feedback and approval. Coordinates with DOJ Forms Coordinator, as needed, to ensure form compliance and authorization to publish. Acts as backup to other DLE forms coordinators in the four bureaus.
- 25% Reviews the less complex DLE grant proposals and solicitations. Facilitates grant requests/modifications. Ensures required reports/documents are submitted to the granting agencies. Assists ASU's Grant Analyst with recommendations to DLE management regarding the feasibility of a grant requests for each proposal and solicitation. Compiles statistical reports as required by grant guidelines. Facilitates grant requests/modifications needed for the various DLE grants.
- 15% Works closely with ASU's Grant Analyst to ensure all grant expenditures are tracked properly. Tracks expenditures monthly and maintains oversight of the procurement process for equipment/supplies purchased utilizing grant funds. Collaborates with OCs Fiscal Services Unit analysts to accurately project budget costs associated with grants.

10%    Completes special projects and administrative duties as assigned by the SSM I and OC management.

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee's Signature

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Date

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Supervisor's Signature

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Date