

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

**JOB TITLE:** Analyst I

**STATEMENT OF DUTIES:** Under the supervision of the Supervisor (SUP) I of the Division of Law Enforcement (DLE), Office of the Chief (OC), Administrative Support Unit (ASU), the Analyst (AN) I acts as DLE's Forms Coordinator and ensures all division forms and letters meet appropriate standards for publishing. The AN I will act as backup to the other DLE forms coordinators, as needed. Additionally, the AN I will act as the division Training Coordinator for mandated trainings. Also assists ASU with various administrative tasks at the direction of the SUP I.

**SUPERVISION RECEIVED:** Reports directly to the Supervisor 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 AN I 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:**

- 35% 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.
- 25% 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.
- 15% Acts as the Training Coordinator for DLE. Works closely with OC, the Office of Professional Development (OPD), and other departmental offices to ensure DLE staff meet their training mandates. Regularly attends quarterly Training Coordinator meetings to ensure the Division has the most updated training mandates. Responsible for keeping all levels of management within compliance for training and leadership hours.

- 15% Works closely with multiple bureaus performing triennial form reviews, annual form reviews, and updates forms within regulations consistently. Works closely with Bureau's Form Coordinators to troubleshoot form development issues.
- 10% Completes special projects and administrative duties as assigned by the SUP 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.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date