



## Grand Traverse County, MI Job Description

### Jail Trust Fund Program Analyst

#### GENERAL SUMMARY

Primary function of the job is to be responsible for the implementation, administration, and coordination of Inmate Trust Fund and Communications programs operations for County Jail and includes Inmate Debt Management.

The employee in this role has no formal supervisory role, however, will train, guide, or lead employees in area of expertise. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodation. This position may require irregular hours.

#### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Primary duties encompass: Inmate Trust Fund services, Commissary services, Telephone services, Electronic Communication services, Inmate Deposit Fund services, Debt Collection.
- Responsible for the administration, maintenance, technical assistance, training and problem resolution regarding both software and hardware for the Trust Fund and Communications programs and their associated applications.
- Pay invoices from the Inmate Trust Fund software and the Inmate Services Account, maintaining complete and accurate electronic and hard copy records.
- Create, prepare and submit accurate spreadsheets and budgetary reports to be used both internally and by the County Finance Department regarding determination of the annual budget.
- Create, prepare and submit spreadsheets to collections vendor regarding debt collection applications, maintaining complete and accurate records within Trust Fund program.
- Apply accurate general accounting principles and standards in trust fund software, ensuring compliance with debt collection laws and policies.
- Attend to any general inquiries regarding inmate's trust monies, including direct interaction with incarcerated individuals.
- Along with other correctional facility staff, maintain security of the facility.

#### EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's degree in accounting, Finance, or other closely related field, OR
- Associate's degree in a closely related field with advanced coursework in accounting, in addition to two to four years progressively responsible experience in working and operating inmate trust fund network systems and associated applications.

**CERTIFICATIONS, LICENSES**

- Valid driver's license and personal automobile insurance and must maintain eligibility to drive under the County's Vehicle policy.
- Must obtain Notary Public designation and become LEIN certified within 6 months of start date

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position. In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision regarding both the application of these requirements and the hiring of an appropriate applicant for this position within the department.

**DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Analytic skills are needed to interpret and apply guidelines. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, negative media reaction, and/or strong negative citizen reaction requiring intervention from a higher- level manager and could impact others outside of the department. Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Regular communications with other employees and the public and the handling of difficult people is expected. Work requires knowledge of Generally Accepted Accounting Principles (GAAP).

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Work is performed in an office and correctional facility environment
- Work will sometimes require close contact with criminal suspects or prison inmates
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 50 pounds (such as a box of paper)



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- May be required to work overtime

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Considerable knowledge of inmate trust fund system administration and inmate phone/electronic communication system administration
- Skill and experience to analyze, resolve, troubleshoot, and report problems in the inmate trust fund and communication systems
- Skill in providing guidance, technical assistance, training and resolving problems regarding inmate trust fund programs
- Specialized knowledge of public safety and legal practices and procedures
- Knowledge of Generally Accepted Accounting Principles (GAAP) and ability to apply them consistently
- Ability to analyze complex financial data and documents
- Ability to create, maintain, and present accurate spreadsheets and financial reports
- Ability to provide guidance on financial processes
- Ability to independently create effective training materials and train employees with varying educational backgrounds and aptitudes
- Ability to maintain confidentiality of information and professional boundaries
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Skill in the use of radio equipment for the purpose of public safety
- Skill in use of personal computer software, including advanced spreadsheet development and word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skilled in researching and resolving complex problems to ensure compliance
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to explain complex policies and processes
- Ability to facilitate meetings efficiently, to effectively communicate and actively participate in meetings
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to learn and become proficient in Jail Management Software
- Able to use County resources effectively and efficiently
- Ability to pay invoices from the Trust Fund financial software
- Ability to pay invoices from the Inmate Services Account