

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this job/position is to support the Central Trust operation which acts as the "bank" for inmate funds. This position is responsible for reviewing financial documents such as invoices, purchase orders, and receipts for completeness and accuracy. Verifies accounting codes assigned to transaction documents and prepares warrants and disbursements to account for money owed by or due the DOC.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
30%	N	E	<p>Invoicing/Accounts Receivable: Maintains accounts receivable database for inmate awards. Run reports and invoicing process to obtain reimbursement. Determine dollar amount to be invoiced, correct cost center to be charged, and prepare invoices. Resolve discrepancies and solves problems concerning receivables.</p> <p>Payment of Commissary Purchase Orders: Review and verify commissary invoices and payment terms for accuracy and cost. Review for accuracy and correct commissary purchase order adjustments. Calculate vendor credits for adjustments made to invoices and purchase orders. Examine accounting transactions to identify pricing discrepancies in the adjusted cost of invoiced commissary items. Resolve discrepancies on TAG purchase orders. Sort, batch, total, and record purchase orders for vouchering and payment. Run all balance and edit checks to ensure batch and voucher requests are accurate and properly processed. Correct errors that have not been resolved.</p>
30%	N	E	<p>Process Administrative and Inmate Check Requests: Verify accuracy, validity and funds availability for administrative and inmate check requests. Identify requests that do not meet Central Trust guidelines and separate from valid requests. Contact appropriate manager for resolution. Verify inmate release dates and ensure inmate release funds are made available on release dates. Process requests through TAG accounting system and issue checks for distribution.</p> <p>Fund Transfer Requests: Process inmate fund transfer request (form CD-28), transferring authorized funds from inmate accounts to pay for various charges. Process and collection of inmate disciplinary fines as assigned. Court Filing Fees: Manage HB 2492 inmate court filing fees for county and US District Courts. Review court orders to determine action required by the various courts. Analyze Trust accounts, prepare journal entries to general ledger, resolve discrepancies, tracks and corrects errors. Handles complex computations for payment to courts.</p>
30%	N	E	<p>Auditing and Receipting of Inmate Funds: Audit for completeness of incoming funds and documents. Enters money orders/checks onto inmate accounts and sub accounts located on the TAG system, verifying correct receipting on each inmate's account. Create and maintain backup copies of all money orders/checks entered. As required, record and maintain the return letter log, including returning to sender checks/money orders that do not qualify for deposit to accounts. As required, prepare daily bank deposits and record batch deposit batch information on the Daily Cash Reconciliation Log (DCRL) ensuring all items are accurate, balanced, and accounted for. Verify and determine inmate eligibility for receiving funds from various federal agencies. As required, process cash received from institutions for various reasons such as confiscations, donations, club purchases and other areas.</p>
10%	N	E	<p>Other Duties: Assist and provide back-up for other Central Trust staff during peak workload periods, vacations, etc. Use accounting records, and supporting documentation to compile encumbrance, payable and expenditure financial information for statistical and</p>

reporting purposes. Provide customer service by phone or in person to staff, other agencies, inmates, vendors and the public on commissary and inmate accounts. Work on special projects as assigned by the Central Trust Manager.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

There may be daily contact with inmates. Position includes seasonal overtime as necessary; Normal office working conditions. May have contact by phone with upset customers.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

TAG or other Financial Accounting system or user guidelines
 State of Oregon Accounting Manual
 Trust Standard Operating Procedure Manual
 DOC Rules and Policies

b. How are these guidelines used?

The guidelines will be used to determine when and how Trust activities are to be conducted, and to ensure uniformity and consistency in the performance of assigned duties.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Vendors	Phone/ In Writing	Resolve invoice discrepancies and gather information.	Daily
DOC managers and employees	In Person/Phone/In Writing	Resolve account expenditure discrepancies, resolve payment issues, gather and provide information.	Daily
Inmates/Public	Phone/ In Writing	Gather information and resolve discrepancies	Daily
Other Governmental Agencies	Phone/In Person/In Writing	Gather information and resolve discrepancies.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position must determine that vendor invoices are applied to the appropriate purchase order; that vendor invoices and credit memos are coded and recorded to the appropriate TAG account numbers; that accounts are debited correctly according to administrative check requests; that inmate check requests and release checks are accurate and issued on time; and, that proper accounting procedures are applied according to guidelines when making payments and correcting entries. These decisions ensure accurate recording and classifying of expenditures to Department and inmate funds. The employee in this position must effectively manage their time in prioritizing and processing of work to meet strict deadlines. This position is responsible for compliance with State of Oregon laws and DOC rules as they pertain to processing of awards, account receivables, transfers, receipting deposits, maintaining the DCRL and court filings.

This position is responsible for providing customer service to staff, inmates and the public, preparing and receipting of monies into inmate accounts, open and distributes incoming mail; prepare outgoing mail and filing of Trust documents.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
PEM D, X7004	8900346	In person and staff meetings	Daily	Ensure compliance with rules and regulations and to share and receive information as well as provide feedback on performance.

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? N/A
 How many employees are supervised through a subordinate supervisor? N/A

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Employee must have general knowledge in standard accounting practices and skill in applying accounting methods and procedures to work assignments. Accurate data entry, detail oriented and excellent time management skills.

Must have experience in computerized accounting and the ability to examine, track and resolve discrepancies in computerized Trust system reports. Must be able to produce reports from financial information gathered, both written and computer generated. Must be able to work effectively as part of a team; Must possess excellent customer service skills and knowledge of what customer service means; Must be able to follow verbal and/or written instructions.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following: **N/A**

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date	_____ Fiscal Svcs. Administrator Signature	_____ Date