

# EMPLOYMENT ADVERTISEMENT



Western States Information Network®  
1825 Bell Street, Suite 205  
Sacramento, CA 95825  
(800) 952-5258

*It is WSIN's objective to achieve a drug-free workplace. All applicants for WSIN employment are expected to behave in accordance with this objective. The use of illegal drugs is inconsistent with WSIN policies.*

- POSITION TITLE:** Business Services Officer I (BSO I), Monday - Friday, 8:00 a.m. – 5:00 p.m. (non-telework)
- SALARY:** \$25.99 – \$31.58 per hour; plus 17% as a monthly benefit allowance. The benefit allowance may be taken in cash in lieu of benefits. Salary is dependent upon experience.
- LOCATION:** Sacramento, CA
- FINAL FILING DATE:** May 25, 2022 - Applications must be received or postmarked no later than the final filing date. Applications are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462>. A 6-month candidate pool will be established for subsequent vacancies.

## DUTIES / RESPONSIBILITIES

The Western States Information Network (WSIN) is one of six Regional Information Sharing Systems (RISS) centers funded by Congress through the U.S. Department of Justice, Office of Justice Programs. The BSO I will be assigned to the Administrative Unit and will report directly to the Deputy Director. Employment is at-will and serves at the discretion of the Executive Director of WSIN.

The BSO I performs a variety of complex duties involving knowledge of federal and policies and regulations for purchasing, procurement, property, and inventory control for WSIN. The BSO I is responsible for receiving, tracking, auditing, and distributing equipment for WSIN, to include Alaska, California, Hawaii, Oregon, and Washington. This position is also responsible for all purchasing to include all supplies, equipment, software/hardware, and any other items necessary to fulfill WSIN's mission and the organized maintenance of all procurement and purchasing supporting documentation. The BSO I will be responsible for WSIN's credit card purchasing and monthly reconciliation. The BSO I will also assist with any financial audit requests from federal, state, or local authorities.

## DESIRABLE QUALIFICATIONS

Knowledge of federal, and non-profit aspects of purchasing and property procedures. Ability to work independently, prioritize and work well under pressure. Ability to maintain organized records of equipment, industry inventory standards, and knowledge of basic accounting rules for allowable purchases. Must be reliable and have an excellent attendance record, computer skills, and familiarity with database management. Must be able to establish and maintain effective working relationships with others and possess excellent communication skills (both orally and in writing). Proficient in use of various computer software and programs, such as Microsoft Office 365, FileMaker Pro and QuickBooks are preferred.

## WORKING CONDITIONS

- Work is performed in an open-office environment with noise from ringing phones, foot traffic, printers, and other office equipment and conversations.
- This position will have frequent interruptions and requires multi-tasking abilities and attention to detail.
- Must be able to communicate and enunciate clearly; ask, understand, and answer questions effectively; elicit helpful information; and use independent judgment.
- Must be able to learn and successfully operate various computer applications related to WSIN duties.
- Must be willing to travel occasionally as needed, including by air.
- Must be willing to drive; possess and maintain a valid driver's license.



- Must maintain punctual and regular attendance.
- Ability to sit, bend, kneel and lift up to 40 pounds; ability to work at a computer workstation for extended periods of time and type for extended periods.
- **Must successfully pass a peace officer-level background investigation prior to employment (including credit check, DMV, criminal history, fingerprints, etc.).**

## MINIMUM QUALIFICATIONS

To be considered for the position, all applicants must meet the following requirements:

- 1) U.S. Citizenship
- 2) High school diploma or equivalent
- 3) Four years of verifiable experience and/or education in one of the following:
  - a. Administrative duties as described in the Duties/Responsibilities section, **or**
  - b. College/higher education (120 semester units or 180 quarter units) preferably with a business administration or accounting focus, **or**
  - c. Combination of both a. and b.

**Unofficial copies of diploma, college transcripts or degree must be included with the application.**

## SALARY

\$25.99-\$31.58 per hour (based upon experience); plus, a 17% monthly benefit allowance. Benefit allowance may be taken in cash in lieu of benefits. Reimbursement will be provided for any work-related travel. Employment will be at-will and based on the availability of funding. These salaries represent a five-step salary range. All step increases, if applicable are based on merit. Position is paid semi-monthly on the 5<sup>th</sup> and 20<sup>th</sup>.

## HOW TO APPLY

WSIN Employment Applications (WSIN 100) are available at <https://extranet.riss.net/public/71f3eee4-3f05-419a-8862-6933c976a462> or by email request to [revans@wsin.riss.net](mailto:revans@wsin.riss.net). Applications can be submitted online using the Submit by Email button at the top of the application or by saving the application and attaching it to an email.

**Applications will be reviewed by WSIN to determine whether the applicant meets the minimum qualification and whether or not they are competitive with other applicants. Only the most qualified candidates will be interviewed. No telephonic or web-based interviews will be held.**

The application may also be mailed, or hand delivered to:

Western States Information Network  
Attn: WSIN Personnel  
1825 Bell Street, Suite 205  
Sacramento, CA 95825

**EMPLOYMENT APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY May 25, 2022**

**Questions should be directed to Robin Evans at (916) 263-1192 or by email at [revans@wsin.riss.net](mailto:revans@wsin.riss.net).**

*WSIN is committed to providing equal opportunity to all regardless of race, color, sex (including breast feeding and related medical conditions), religion, marital status, age, national origin or ancestry, citizenship status, uniform service member status, pregnancy, physical or mental disability, protected medical conditions, genetic information, gender identity, gender expression, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.*