

# **PASCO SHERIFF'S OFFICE**

## **Job Posting for a Vacant Position**

### **"Assistant Budget Director"**

**Grade P40: \$79,456.00-\$103,292.00**

#### **JOB SUMMARY**

Under the general direction of the Strategic Planning and Budget Director, this salaried position is responsible for the collection, development and evaluation of data related to the Sheriff's Office Annual Budget and other various funding sources. **EOE/ADA**

#### **EDUCATION/CERTIFICATION/LICENSES**

Master's degree in Accounting, Finance, or a related field and a minimum of (5) five years of budget analysis is preferred.

Possession of a valid driver license is required.

Experience performing all office related duties in a public-sector environment is preferred and experience operating a personal computer using standard Microsoft programs such as Word, Excel, and Power Point is required.

#### **MINIMUM PHYSICAL AND OTHER REQUIREMENTS**

Excellent written and verbal communication skills

20/20 Vision (corrected/uncorrected)

Possess manual dexterity sufficient to perform required job skills

Ability to hear conversation at a normal level

Ability to perceive normal colors

**Closing Date: 08/18/2017**

**Please apply online at [www.pascosheriff.com/careers](http://www.pascosheriff.com/careers).**