

Specification for Class of

INTERNAL CONTROL/ADMINISTRATIVE SERVICES, MARINE

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: In the Marine Transportation Division of the Department of Transportation, plans, organizes and directs the ferry system's internal control and administrative services programs which includes safeguarding over nearly \$70 million revenue, all ferry system facilities and assets and providing essential administrative services including telecommunications for the entire Division.

Typical Work

Directs the loss control program to ensure accountability and security of all revenue and working funds including negotiable instrument such as commuter coupon books;

Develops and analyzes all Division operating procedures and practices providing assistance, counsel and coordination to all departments and managers to promote effective internal control of assets and facilities;

Analyzes and reviews the automated processing systems of the Division periodically to ensure system and data integrity with particular focus on the automated point-of-sale and revenue control system;

Provides expertise in the design and renovation of terminal and parking facilities to promote revenue control and internal control;

Supervises staff for the Division's customer claim services including torts claims processing and L&I filings by WFSE employees;

Manages the Division's vehicle assignment and uses program as well as employee in-service control and security; organizes and develops security program for ferry customer parking facilities;

Manages the Division's telecommunications program including analysis of telecommunication needs at all administrative and operating facilities and the periodic evaluation of selected telecommunication devices;

Manages the safe security and control program;

Performs other work as assigned.

Minimum Qualifications

A Bachelor's degree in accounting, business administration, public administration or closely allied field, which includes 30 quarter or 20 semester hours in college-level computer science courses and 18 quarter or 12 semester hours of college-level accounting and three years of professional accounting, auditing, or computer systems analysis experience.

OR

A Bachelor's degree in computer sciences which includes 25 quarter or 15 semester hours of college-level accounting and three years of professional accounting or auditing experience.

New class: 4-10-92