

## **SENIOR FISCAL TECHNICIAN**

### **DEFINITION**

Under general direction, to perform a variety of the most difficult and complex technical accounting and statistical record keeping work in connection with the development, maintenance, and processing of Court fiscal and statistical records; to provide information and assistance regarding inquiries concerning an assigned work area; to provide lead direction, training, and work coordination for other fiscal support staff; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized, advanced level in the Fiscal Technician class series. Incumbents have responsibility for performing the most difficult, complex, and specialized technical account and statistical record keeping support work, requiring substantial background and experience in the area of financial and statistical record keeping where assigned. This class is distinguished from Fiscal Technician in that incumbents perform more technical work requiring more comprehensive knowledge of the Court fiscal system and requirements. Incumbents in the Senior Fiscal Technician class may have relatively independent responsibility for an assigned area of the Fiscal Support system, as well as provide lead direction and work coordination for other staff.

### **REPORTS TO**

Director, Fiscal Services; Fiscal Systems and Services Manager; or Fiscal Services Supervisor.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory class. However, incumbents provide direction, work coordination, and training, in a lead capacity, for Fiscal Technicians, Deputy Court Clerks I, and other support staff. Such lead responsibilities may include training and quality control of work product, but not the formal evaluation of employee performance.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Performs a wide scope of the most complex and specialized technical financial and statistical record keeping work; maintains journals, general ledgers, and subsidiary ledgers; maintains and updates accounts receivable controls and accounts; classifies and posts expenditures to budgetary accounts; maintains detailed job process and administrative overhead records; analyzes revenue and expenditures, preparing periodic statements; assists with preparation of budget estimates and projections; prepares and maintains trial balances, recapitulations and balance sheets; maintains and updates complex financial and statistical reports; provides special

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support for purchasing processes and procedures; maintains records and accounts for revenues received; receives and classifies accounting data; identifies and resolves a variety of complex account and statistical record keeping problems; prepares periodic billings for special contracts; maintains records for revolving and trust accounts; prepares claims for other government agencies; completes approved budget transfers to cover account shortages; operates computers, using Court financial software and spreadsheets; explains financial procedures and assigned area technical account record keeping requirements to other staff, representatives of other government agencies, and the public; provides lead direction, work coordination, and training for other staff.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Methods, practices, and terminology of financial and statistical record keeping.
- Laws, rules, and regulations governing the maintenance of fiscal records in the area of assignment.
- Basic principles and terminology of accounting.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computerized financial information systems used by the Court.
- Modern office methods and procedures.
- Principles of team leadership, training, and work coordination.

#### **Ability to:**

- Perform a variety of the most complex and technical specialized financial and statistical record keeping work.
- Provide lead direction, training, and work coordination for other staff.
- Assist with budget preparation and expenditure control.
- Read and understand codes, statutes, and information related to financial and statistical record keeping work.
- Gather and organize data and information.

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- Prepare financial and statistical reports.
- Make mathematical calculations quickly and accurately.
- Work with computerized financial and special information systems and use a computer for financial and statistical record keeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work area where assigned.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships.

### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of previous financial and statistical record keeping work experience comparable to that of a Fiscal Technician with the Superior Court of California, County of San Francisco.

### **Special Requirements:**

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.*