

FISCAL TECHNICIAN

DEFINITION

Under general supervision, to perform a variety of difficult and complex account 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 perform general office support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fully experienced first working level in the Fiscal Technician class series. Incumbents have responsibility for performing a variety of difficult and complex account and statistical record keeping work which requires previous background and experience in the area of financial and statistical record keeping where assigned. This class is distinguished from Deputy Court Clerk I, who may be performing trainee level accounting or financial record keeping duties under close supervision, by the performance of specialized financial record keeping work requiring substantial previous experience and background. It is distinguished from Senior Fiscal Technician in that incumbents at the Senior level perform a wider scope of assignments on a more independent basis and may be assigned lead direction and work coordination responsibilities for other staff.

REPORTS TO

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

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

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

Performs complex and specialized financial and statistical record keeping work; distributes material, labor, and equipment costs to appropriate cost centers and project amounts; posts and balances general and subsidiary ledgers; has responsibility for receiving revenue payments and maintaining accurate records of monies received; processes vendor payments; identifies and resolves a variety of difficult account and statistical and record keeping problems; posts and balances general and subsidiary ledgers; performs corrections in the maintenance of account and fiscal record controls; maintains control of financial records and documents prior to submission to other agencies; reviews, compiles, and records a variety of financial transactions; prepares periodic special financial and statistical reports; maintains controls and records warrants; reconciles monthly cash balances;

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examines, reconciles, and balances fiscal records; coordinates, prepares, and monitors budget expenditures; operates computers, using Court financial software and spreadsheets; explains financial procedures and assigned area account record keeping requirements to other staff and the public.

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.

Ability to:

- Perform a variety of complex financial and statistical record keeping work.
- Process revenue and/or accounts payable records.
- Read and understand codes, statutes, and information related to financial and statistical record keeping work and Court fiscal record keeping requirements.
- Gather and organize data and information.
- 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.

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- 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.

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.