



SR. FISCAL ASSISTANT

DEFINITION

Under general supervision, assigns, directs, reviews and evaluates the work of a small fiscal and/or general office staff, and provides difficult or specialized fiscal, financial, statistical and accounting office support to various County offices.

DISTINGUISHING CHARACTERISTICS

This is either the working lead level in the fiscal support series, with responsibility for providing direction to a group of fiscal and/or general office assistants performing responsible fiscal support work, or the specialist level which performs difficult, technical, complex and specialized fiscal support duties, but does not have ongoing lead responsibilities. This is not considered a supervisory class in that the selection and discipline of employees is not assigned to this level and the number of employees for which direction is provided is limited. This class is distinguished from Fiscal Services Supervisor in that the latter is the first full supervisory level in this series.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, training, work review and evaluation to a small fiscal and/or general office support staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, disciplinary matters and other personnel decisions.
- Performs difficult or complex accounting or financial office support work and assists with special projects as assigned.
- Reviews and reconciles varied reports, journals, budget, payroll or related fiscal or statistical data.
- Audits and verifies various information, including source data as well as manual and computer-produced reports.
- Reviews and audits changes to County tax rolls; updates and balances County tax rolls; calculates payments due on bonds and special assessments.
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required; may generate general ledger entries.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Provides information to the public or to County staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with departmental policies and regulations.
- Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports; operates standard office equipment.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Policies and procedures related to the department or functional area to which assigned.
- Office administrative practices and procedures, including filing and the operation of standard office equipment.
- Fiscal document processing and record keeping, bookkeeping and basic governmental accounting principles and practices.
- Basic auditing principles and practices.
- Basic business data processing principles and the use of personal or on-line computer equipment.
- Business arithmetic.
- Basic supervisory principles and practices.
- Correct English usage and the standard format for typed materials.

Skill in:

- Planning, assigning, directing, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Analyzing and resolving varied fiscal office administrative problems.
- Preparing, maintaining and reconciling various fiscal, accounting, statistical and numerical records.
- Performing detailed fiscal office support work accurately.
- Organizing, prioritizing and coordinating work activities computer terminal.
- Making accurate arithmetic calculations.
- Exercising initiative and sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Typing with sufficient skill to complete forms and enter information into a computer system.

Other Requirements:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting, bending, reaching; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting objects that weigh up to 15 lbs. **Occasional** standing, walking; lifting objects that weigh 16 – 25 lbs., carrying or pushing objects that weigh up to 15 lbs. **Infrequent** climbing; carrying or pushing objects that weigh up to 40 lbs. Specified positions may require possession of a valid driver's license.

Education and Experience:

A combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Experience: One year of fiscal support experience at a level equivalent to the County's class of Fiscal Assistant II.

WORKING CONDITIONS

As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at the frequency prescribed in Publication 1075.