

FISCAL AND TECHNICAL SPECIALIST IV

DEFINITION

Under general supervision, to perform a variety of the most complex, specialized account, statistical, document processing, and technical record keeping and support work; to serve as primary program support for a major program area, such as employee benefits, collections, coroner functions, recorder, assessor, special districts customer support, child support, information technology, countywide human resources, etc.; to review fiscal records, applications, or specialized documents and information, assisting the public and/or other County staff with the accuracy and completeness of the information; to assist others with the understanding of assigned program and department/work unit procedures and requirements; to provide a variety of information about department/work unit services and functions; to perform a variety of advanced technical and office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest in the Fiscal and Technical Specialist class series. Incumbents perform a variety of the most complex, specialized financial, statistical, and document processing work requiring substantial knowledge of the policies, procedures, and special requirements of the department or work area to which they are assigned. Incumbents are normally assigned primary program, fiscal, and technical support assignments for a defined area such as employee benefits, collections, coroner functions, recorder support, child support, assessor support, special districts customer support, information technology, countywide human resources etc. They may also be assigned lead work and work coordination responsibilities. Incumbents are expected to have the knowledge and capability to perform assignments and provide assistance outside of their specialized work area. This class is distinguished from Fiscal and Technical Specialist III by the level and degree of special program support work and the possible assignment of lead worker and work coordination responsibilities. Only a few, highly specialized positions in the County will be allocated to this level.

REPORTS TO

A variety of County supervisory or management positions, depending upon the department or program area where assigned.

CLASSIFICATIONS SUPERVISED

May be assigned lead work and work coordination responsibilities for Fiscal and Technical Specialists and support staff.

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

Has responsibility for providing primary support for a specialized County program or service area such as employee benefits, collections, coroner functions, recorder support, assessor support, special districts customer support, information technology, etc.; performs a variety of the most complex fiscal and technical support and record keeping work, developing and maintaining financial and specialized program records; provides the more in-depth specialized public and/or assistance to other County staff regarding an assigned specialty area; may provide lead work and work coordination for assigned Fiscal and Technical Specialists and other support staff; updates and maintains records and information in computerized systems and databases; maintains a variety of statistical or other specialized records, posting and updating information to keep records current and accurate; may verify purchase orders and purchasing information; may maintain work and time records; may balance cash received, verify receipts, and prepare deposits; may assist with the development and control of budget information; may assist with payroll functions, including serving as primary back-up for the countywide payroll function; may be assigned as primary support position for the countywide human resources function, performing a variety of assignments on an independent basis; reconciles information problems and ensures the accuracy of a variety of records; may have responsibility for subsidiary ledgers; provides requisite data to other government agencies, as delegated; may review referrals to department programs and processes per State requirements;

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EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

updates and maintains computerized records and generates reports; uses spreadsheets and other special computer software; performs special assignments related to the department, unit, and special program/service area where assigned; operates office equipment.

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 normally performed in an office environment; continuous contact with other staff.

DESIRABLE QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of financial and statistical record keeping, document acceptance and processing requirements, and/or information system maintenance related to the department and work unit where assigned.

In-depth understanding of the policies, laws, rules, and regulations impacting the operations, transactions, and functions of the Department, work unit, and special program/service area where assigned.

Good public relations techniques.

Maintenance of files and information retrieval systems.

Computers and software used in office, fiscal, and administrative support work.

Modern office methods and procedures.

Correct English usage, spelling, grammar, and punctuation.

Mathematics.

Ability to:

Perform a wide scope of specialized technical program, services, or fiscal support for an assigned County program or service area, serving as primary support person.

Perform a variety of the most complex specialized financial, statistical, assessment roll, treasury support, tax collection support, child support, or document processing and recording work related to the department and work unit where assigned.

Perform lead worker and work coordination responsibilities, as assigned.

Proficiently use a variety of computerized spreadsheet, word processing, and data base software.

Read, interpret, and apply a variety of rules, regulations, and policies to related to functions and services of the assigned work area.

Accurately maintain and update a variety of records and information systems.

Gather, organize, and summarize data and information.

Make mathematical calculations quickly and accurately.

Type or use word processing software at an acceptable speed to meet production requirements.

Operate a computer and use department software in the performance of assigned work.

Operate and use office equipment.

Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the work area where assigned.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients

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DESIRABLE QUALIFICATIONS (continued)

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 (2) years of work experience in performing financial, statistical, assessment roll, treasury support, tax collection support, child support, benefits, collections, information technology, or document processing and recording work at a level comparable to Fiscal and Technical Specialist III with Mono County.

Special Requirements:

None

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