



Fiscal Technical Specialist IV

FLSA: Non-Exempt	Bargaining Unit/Contract: MCPE	Reports to: Assigned Management
Location: Bridgeport/Mammoth Lakes	Salary/Level: 63	Position Type: Full-Time
EEO Category: 5	BOS approval Date: 05/2024	Last Revision: 05/2024

About the role

As a Fiscal Technical Specialist IV under the direction of the 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 may be assigned to a specific work area as dictated by the needs of the County, or a county department. They may also be assigned lead work and work coordination responsibilities. Incumbents are expected to have the knowledge and capability to perform assignments and aid 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.

CLASSIFICATIONS SUPERVISED:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Has responsibility for providing primary support for specialized County programs or services within the county departments.

- Performs a variety of the most complex fiscal and technical support and record keeping work, developing and maintaining financial and specialized program records.
- Provides 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; 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.

DESIREABLE QUALIFICATIONS

- 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 database software.
- Read, interpret, and apply a variety of rules, regulations, and policies 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

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:

- 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.

TYPICAL PHYSICAL REQUIREMENTS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodation will be made for individuals on a case-by-case basis.

TYPICAL WORKING CONDITIONS

Work is performed in office environment; frequent driving to different locations throughout the County; continuous contact with other staff and the public.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.