



Fiscal Technical Specialist I/II/III

FLSA: Non-Exempt	Bargaining Unit/Contract: MCPE	Reports to: Assigned Management
Location: Various	Salary/Level: 51-55-59	Position Type: Full-Time
EEO Category: 5	BOS approval Date: 05/2024	Last Revision: 05/2024

Description of the Levels

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the previous level.

Note: *Factors that may distinguish between entry and journey levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility, and the employee's related experience, and education, and certifications. Other factors may include the type, nature, scope, and complexity of the assigned work. Employees at the journey level may independently perform the full range of work listed in the examples or may assist others in that work.*

About the role

Level I:

Under general supervision, to learn and perform a variety of special account, statistical, document processing, and technical record keeping and support work; to learn policies and requirements and 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 department/work unit procedures and requirements; to provide a variety of information about department/work unit services and functions; to perform a variety of technical and office support work; and to do related work as required.

Level II:

Under general supervision, to perform a variety of special account, statistical, document processing, and technical record keeping and support work; 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 department/work unit procedures and requirements; to provide a variety of information about department/work unit services and functions; to perform a variety of technical and office support work; and to do related work as required.

Level III:

Under general supervision, to perform a variety of the more complex, specialized account, statistical, document processing, and technical record keeping and support work; 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 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**Level I:**

This is the entry and first working level in the Fiscal and Technical Specialist class series. Incumbents learn and perform a variety of 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. This class is distinguished from Fiscal and Technical Specialist II by the fact many of the assignments performed by I's are performed in a learning capacity, while more complete familiarity with a department's policies, procedures, regulations, and document processing requirements is developed. Fiscal and Technical Specialist II's are expected to perform a broader range of work assignments on a more independent basis.

Level II:

This is the second and fully experienced working level in the Fiscal and Technical Specialist class series. Incumbents perform a variety of 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. This class is distinguished from Fiscal and Technical Specialist I by the fact many of the assignments performed by I's are performed in a learning capacity, while more complete familiarity with a department's policies, procedures, regulations, and document processing requirements is developed. This class is distinguished from Fiscal and Technical Specialist III by fact that Fiscal and Technical Specialist III is the advanced journey level with incumbents expected to have comprehensive knowledge of a specialized assignment area and have the capability to perform work assignments in a variety of functions and areas of the department or work unit where assigned, as needed.

Level III:

This is the third and advanced journey working level in the Fiscal and Technical Specialist class series. Incumbents perform a variety of the more 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 are also expected to have the knowledge and capability to perform assignments and provide assistance outside of the specialized work areas. This class is distinguished from Fiscal and Technical Specialist II by the fact that Fiscal and Technical Specialist III is the advanced journey level with incumbents expected to have comprehensive knowledge of a specialized assignment area and have the capability to perform work assignments in a variety of functions and areas of the department or work unit where assigned, as needed.

CLASSIFICATIONS SUPERVISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and assignments of a Fiscal and Technical Specialist I are similar to those of a Fiscal and Technical Specialist II with incumbents at the I level performing some assignments in a learning capacity and expected to increase their knowledge, scope of work, and independence as they become more familiar with the policies and procedures of the Department and work unit where assigned.

Level I:

Performs a variety of fiscal support and record keeping work, developing and maintaining financial records; provides specialized public and/or assistance to other County staff regarding assessment role information, County taxes and tax payments, fiscal records, recording procedures and functions, vital statistics, permit application and issue procedures, child support records and payments, public assistance records, or other areas, as assigned; 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; 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 and unit where assigned; operates office equipment.

Level II:

Performs a variety of fiscal support and record keeping work, developing and maintaining financial records; provides specialized public and/or assistance to other County staff regarding assessment role information, County taxes and tax payments, fiscal records, recording procedures and functions, vital statistics, permit applications and issue, child support payments and records, public assistance records, or other areas, as assigned; 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; 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 and unit where assigned; operates office equipment.

Level III:

Performs a variety of the more complex fiscal support and record keeping work, developing and maintaining financial records; provides the more in-depth specialized public and/or assistance to other County staff regarding assessment role information, County taxes and tax payments, fiscal records, recording procedures and functions, vital statistics, permit applications and issue, child support payments and records, public assistance records, or other areas, as assigned; 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; 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 specialized personnel support work; performs special assignments related to the department and unit where assigned; operates office equipment.

DESIREABLE QUALIFICATIONS

Knowledge of:

Level I:

- Financial and statistical record keeping.
- 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:

- Learn and perform a variety of 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.
- 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.

Level II:

- Financial and statistical record keeping, document acceptance and processing requirements, and/or information system maintenance related to the department and work unit where assigned.
- Policies, laws, rules, and regulations impacting the operations, transactions, and functions of the Department and work unit 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 variety of 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.
- Provide technical support for an assigned area of County government.
- 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.

Level III:

- 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 and work unit 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 variety of the more complex specialized financial, statistical, assessment roll, treasury support, tax collection support, child support records, or document processing and recording work related to the department and work unit where assigned.
- Provide more difficult technical support for an assigned area of County government.
- 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.

EXPERIENCE AND EDUCATION:

All three levels:

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

Level I

One (1) year of previous work experience in performing office, financial, or statistical support work.

Level II

One (1) year of work experience in performing financial, statistical, or document processing and recording work at a level comparable to Fiscal and Technical Specialist I with Mono County.

Level III

Two (2) years of work experience in performing financial, statistical, or document processing and recording work at a level comparable to Fiscal and Technical Specialist II 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

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.