

FISCAL RECORDS SPECIALIST

Job Code	Pay Grade
18720	CL9

Nature of Work

This is complex clerical and financial work reviewing, processing and recording specialized records with substantial financial impact in an automated office environment. Areas of assignment could be any of the departments under the Clerk of the Circuit Court. Employees in this class review and process a wide variety of legal documents and financial records which may include cashiering, auditing and/or accounting related work. The employee is expected to exercise a high degree of independent judgment based on experience and knowledge of department operations. Deviations from standard policies and procedures are referred to a higher level for decision. This is a service oriented position, which provides information to the general public and court related personnel in response to inquiries.

Minimum Qualification Requirements

- 2 years experience in cashiering or accounting and practical skills in the use of computer equipment; or
- An equivalent combination of education, training and/or experience.

Appointing Authority may Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive)

- May perform cashiering work by entering transactions into computerized registers, receiving monies, making change, balancing the register daily, and may pay out witness fees.
- Provides information and services to the general public and responds to inquiries and requests from attorneys, litigants and the court.
- Daily reconciliation of monies, financial data and prepares reports and records.
- May audit, review and process accounts; may perform complex case related functions.
- May conduct investigations and audits to resolve problems from misapplied funds, improper validations, and improper application of liens.
- May relieve or fill in for employees at other work locations as needed.
- May perform a variety of tasks related to an automated office environment.
- May perform file management and inventory control tasks.
- Prepares reports and performs special projects as required.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles of cashiering, governmental accounting and record keeping procedures pertinent to the area of assignment.
- Knowledge of the Florida Statutes, Rules of Court and regulations pertinent to area of assignment.
- Knowledge of automated office equipment, practices and procedures.
- Knowledge of legal terminology, grammar, spelling, math and bookkeeping methods.
- Skilled in the application of quality customer service.
- Skilled in the operation of automated office equipment.

FISCAL RECORDS SPECIALIST (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to make and apply decisions in accordance with laws, regulations and procedures.
- Ability to analyze accounts, perform computations and prepare related documents.
- Ability to understand and follow oral and written instructions and to express oneself clearly and concisely, orally and in writing.
- Ability to type with reasonable speed and accuracy.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified