

FISCAL RECORDS SPECIALIST, SENIOR

Job Code	Pay Grade
18726	CL11

Nature of Work

This is complex clerical 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. An employee in this classification processes financial transactions which require independent judgment in researching and reconciling discrepancies. Employees may act as group leader over assigned areas. Work involves researching problems and recommending resolutions for approval. Work differs from the Fiscal Records Specialist classification in that at this level the employee exercises independence and finality of action for a major area. Difficult analysis, technical policy or procedural questions are referred to a supervisor for resolution.

Minimum Qualification Requirements

- 4 years experience in governmental accounting and practical use of computer equipment; or
- Associate's degree in accounting, business or public administration, or a related field and 2 years experience in governmental accounting, bookkeeping, purchasing, or related work; 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)

- Balances cash registers daily, compiles multiple cash reports and records.
- Conducts difficult investigations and audits to resolve problems from misapplied funds, improper validations, and improper application of liens.
- Oversees the collection, receipt and disbursement of support monies in accordance with Florida Statutes, rules and regulations.
- Oversees the processing of liens filed for non-payment of support.
- Briefs and explains office policies and procedures to new employees, assists supervisors in personnel and departmental policies and procedures, maintains correspondence, prepares departmental reports and assists in collecting data for budget preparation.
- May act as group leader over assigned functional areas or supervise subordinate personnel engaged in clerical, accounting or other fiscal activities.
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and assist in the development, testing and debugging of new and existing programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting practices.
- Knowledge of data processing procedures and equipment.
- Knowledge of bookkeeping and accounting principles, business English, and arithmetic.
- Knowledge of laws, rules and regulations governing the processing of state and county support payments.

FISCAL RECORDS SPECIALIST, SENIOR (continued)

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Knowledge, Skills, and Abilities (continued)

- Knowledge of modern office practices, procedures and equipment.
- Skill in the operation of CRT, PCs and other related equipment.
- Ability to analyze transactions and reports and make appropriate correcting entries.
- Ability to plan, organize and train accounting and/or clerical personnel.
- Ability to understand, explain and apply accounting and departmental rules and regulations.

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