



Superior Court of California

County of San Joaquin

222 E. Weber Avenue, Stockton, CA 95202; (209) 468-9342

EMPLOYMENT OPPORTUNITY

FISCAL SERVICES TECHNICIAN II

Full-Time

SALARY: \$3564 - \$4332 Monthly (\$20.56 to \$24.99 Hourly)

FINAL FILING DATE: Friday, September 10, 2010, 5:00 p.m.

THE POSITION: This position performs difficult sub-professional accounting and fiscal services work recording and summarizing a variety of transactions utilizing knowledge of the principles and techniques of accounting. The incumbent will be performing verification of financial and statistical data and other related work as required in accordance with the Superior Court County of San Joaquin Personnel Rules.

TYPICAL DUTIES: Maintains a set of complex financial and statistical records by posting transactions to journals and ledgers; adjusts accounts according to established procedures; prepares worksheets, trial balances and financial statements. Maintains cost accounting records by supervising and participating in the computing, allocating, and posting of costs to various accounts; computes and allocates charges and depreciation costs; prepares summaries and cost statements. Participates in the gathering, compiling and evaluation of financial, statistical, and operational data for reports to county, state and federal agencies. Maintains inventories and orders stock and supplies based on present and projected needs. Examines documents, records, forms, and computer print-outs for accuracy, completeness and conformance to applicable rules and regulations; reconciles departmental accounting records. May assist administrative personnel in analyzing statistical and financial data and in preparing special reports; furnishes information by searching for and abstracting specialized or technical data. May prepare and maintain personnel and payroll records. May conduct regularly scheduled and year-end closing of account ledgers and books. receives revenue payments and maintains accurate records of monies received. May type financial or statistical worksheets, requisitions, forms, form letters and miscellaneous reports; operates adding machines, calculators, microfiche readers, computer terminals, and cash registers. Serves as a resource person to fiscal services staff; answers questions regarding procedures, rules, regulations; assists employees with difficult work.

APPLICATIONS:

Court applications must be received at San Joaquin County Superior Court, Human Resources Department, 1st Floor, Room 141

222 E. Weber Avenue, Stockton, CA 95202

Applications can be completed and downloaded from our website at

www.stocktoncourt.org or contact the Human Resources Department at (209) 468-9342

EXAMINATION PROCESS:

The candidate's education, experience, and personal qualifications will be appraised to see if they meet the minimum qualifications. After the appraisal, they may be given either a written examination weighted 100%, an oral examination weighted at 100%, evaluation of education and experience, or any combination of exams determined by the Superior Court Human Resources Department. If both a written and oral exam is given the oral exam will be weighted 30%.

The Court reserves the right to limit the number of candidates invited to the testing process to include only the best qualified candidates should a large number of candidates apply. Successful candidates in the initial application review will be considered further in the selection process. The components of this recruitment and examination process are subject to change.

Benefits: 15 paid holidays per year; 12 days sick leave per year, (no limit to accumulation), 10 days vacation each year (15 days after 3 years, 20 days after 10 years and 23 days after 20 years). Participation in the San Joaquin County 1937 Act Retirement Plan. Choice of health and dental insurance plans and a vision plan, with the court paying 100% for the employee and 80% dependent costs on most plans, and a fully paid life insurance policy.

MINIMUM QUALIFICATIONS:

Note: As a condition of employment with Superior Court, County of San Joaquin, a candidate will be subject to a fingerprint (Live Scan) background check including references and work history.

MINIMUM QUALIFICATIONS

Education: Thirty semester units from an accredited college or university including at least 6 units of accounting.

Experience: Three years performing responsible journey level technical financial or fiscal statistical record keeping experience.

Substitution: Additional related experience may substitute for the required education.

Note: *A Supplemental Application is required along with the Standard Court Application.*

There will be no further considerations after the final filing date.

Knowledge of: Principals and practices of accounting ; methods of compiling, computing and presenting basic statistical information; basic mathematics; filing systems and procedures; methods of locating and verifying information; principals and techniques of effective oral and written communications; basic public relations techniques; office machines; basic spelling, punctuation and grammar.

Ability to: Provide resources to other fiscal services staff; read, understand and apply written regulations and other job related materials; understand and follow detailed instructions; code and sort items into categories; review work for accuracy and procedural conformance; communicate effectively with others; work neatly, accurately and systematically; use software applications/spreadsheets to prepare financial and statistical reports, charts and graphs.

Physical/Mental Requirements: **Mobility** – frequent operation of a data entry device and sitting for long period of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs. **Lifting** – frequently 5 lbs or less; occasionally 5 to 30 lbs. **Visual** – constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision. **Dexterity** – frequent holding, reaching, grasping, repetitive motion, and writing. **Hearing/Talking** – frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone. **Emotional/Physiological Factors** – frequent decision making, concentration, and working alone; occasional public contact. Special Requirements – some assignments may require occasional working weekends, nights, and/or occasional overtime. Environmental Conditions – occasional exposure to noise, dust, and poor ventilation.

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***The Superior Court of California, County of San Joaquin is
an Equal Employment Opportunity Employer***