



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: NOVEMBER 25, 2015

CLOSING DATE: DECEMBER 11, 2015

TITLE: FISCAL TECHNICIAN

GRADE: C-III

DEPARTMENT: COURT ADMINISTRATION

BARGAINING UNIT: NONBARGAINING

ENTRY RATE: \$12.07/hour, \$23,537/annual

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

Definition of Class:

This is an advanced clerical/financial position involving the application of accounting principles and practices. Work involves examination of a variety of financial records and documents for propriety, quality, and conformance to established accounting procedures. Work frequently involves responsibility for establishment and review of internal processing procedures and regulations.

Duties & Responsibilities:

Prepares requisitions for the purpose of purchasing supplies, equipment and services. Follows through with the payment authorization after a review of such deliveries and services for proper payment. Processes monthly financial reports balancing the courts budget.

Postings of positions and notification in the Erie County Legal Journal and Erie Times News as necessary. Prepare contracts for attorneys hired by the Courts for representation of defendants.

All travel advances are prepared and kept track of for employees of travel for training and out of town jury selections.

Compiles and calculates statistics from all court related offices for a variety of uses from tracking number of cases requiring judicial attention which is used to determining usage of time. Department heads use this information to reassigned job functions as needed.

Prepare authorization for asset forms to keep a constant track of inventory of the Courts furniture and equipment.

Creating new policies and procedures for a number of clerical functions to better utilize time and money for the county.

Dealing with the public in scheduling and dealing with court matters at difficult times. Setting up accounts with vendors to receive discounts, products and supplies for the Courts and court related offices

Knowledge, Skills & Abilities

Ability to use computerized accounts systems. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to work independently with other departments and the general public. Knowledge of modern office equipment and practices. Financial statistical typing and ability to operate Microsoft Word and Microsoft Excel and Lotus. Excellent communication skills and the ability to work effectively with others in challenging circumstances. Familiarity with Orphans' Court law and procedure. A working knowledge of accounting, writing a computer skills.

Minimum Requirements/Qualifications:

High school graduate or GED plus minimum of four years of experience involving the maintenance of financial records, including one year of responsible work on a computerized financial or information system.

STATEMENT OF EMPLOYEE BENEFITS

Average **Annual Benefits & Pension Value for:**

<u>Non-Bargaining Grade C:</u>	Single Coverage	Dependent Coverage
	\$9,060.00	\$20,620.00

- *Average paid holidays annually – **14 days**
- *Average paid vacation for 1st year – **6 days**
- *Average paid personal days annually – **5 days**

- *Holidays may vary by bargaining unit