

SHERIFF'S FISCAL OFFICER II

DEFINITION

Under direction, to be responsible for the development, maintenance, and tracking of a Department's fiscal information and data; to perform a variety of administrative, staff, and office management duties for an assigned department; to assign, schedule, coordinate, supervise, and evaluate the work of assigned staff; to perform a variety of difficult, complex, and specialized information gathering, information preparation, and public relations assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialist classification for the positions which have primary responsibility for the development and maintenance of Department fiscal records and information in one of the County's larger departments such as Social Services, Public Works, Mental Health, and Public Health or departments having several complex diversified budget units. Responsibilities also include supervising, overseeing, and performing a variety of administrative, staff, and office management functions. Incumbents report directly to the Department Head. Successful performance of responsibilities requires detailed and specialized knowledge and understanding of the operations and policies of the Department.

REPORTS TO

Sheriff/Coroner

CLASSIFICATIONS DIRECTLY SUPERVISED

Various Office, Fiscal, and Program Support Staff depending upon the department to which a position is allocated.

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EXAMPLES OF DUTIES

- Serves as primary fiscal and staff support person for a larger County Department.
- Assists with the development, maintenance, and tracking of the Department's budget.
- Develops, analyzes, maintains and tracks a variety of fiscal and budget control journals, documents, and reports.
- Keeps other Department management aware of the budget status, expenditure levels, and the need to adjust expenditures for specific programs and operating areas.
- Has responsibility for the development, control, and maintenance of specials grants and special grant funding.
- Develops reports and information for grant funding agencies.
- Coordinates Department fiscal data and recordkeeping with the Auditor/Controller and other fiscal control agencies, such as the State and Federal government.
- Performs a wide variety of specialized office management, administrative support, and staff support assignments.
- May coordinate Department personnel activities.
- May assist with long term planning and establishing of Department goals.
- Hires, trains, supervise, and evaluate assigned staff.
- Establishes work schedules and priorities.
- Performs public information and relations assignments, receiving office visitors and telephone calls, providing comprehensive information about policies, programs, functions, and procedures.
- Establishes and updates information retrieval systems.
- Oversees the preparation or prepares purchasing documents, facilitating purchasing procedures for the Department.
- Gathers, organizes, and summarizes a variety of data and information.
- Performs special projects and prepares reports.
- Operates computers, maintaining and updating files and databases.
- Generates computer reports; operates office equipment.
- Provides grant program oversight to ensure compliance with grant requirements
- Maintains grant program records
- Compiles a variety of grant statistics and data
- Prepares required grant narrative and statistical reports
- Assists with development, maintenance and tracking of various grants
- Develops reports and information for grant funding agencies
- Prepares and processes department payroll
- Prepares correspondence, memos, documents and Board agenda requests
- Performs financial work related to billing, collection, disbursement and proper allocation of funds

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DUTIES (continued):

- Explains and provides advice on department budget development procedures
- Reviews expenditure reports, documents budget adjustments and transfers throughout the year
- Maintains trust accounts
- Monitors bank accounts, transfers and balances monthly statements for reporting to county Auditor
- Directs purchasing, collection and/or external claim reimbursement activities
- Represents Sheriff's Office at financial audits for state and federal awarded funds and others as applicable
- Identifies obstacles, evaluates alternative course of action and makes recommendations which may include purchasing, cost analysis, and fiscal reporting modifications
- Performs specialized department fiscal and administrative support
- Serve as technical expert on financial related issues and strategies
- Coordinates purchasing activities and ensures appropriate coding and availability of funds for purchase requests
- Reviews claims for payment completeness, accuracy and conformance to program requirements; submits such claims to various funding sources; monitors payment status, researches errors and makes required adjustments
- Prepares contract documentation and processes requests for payment for service and related contracts; ensures contract provisions are met and that appropriate approvals are received.
- Manages department fixed asset inventory
- Interprets and applies a variety of complex policies, rules and regulations including but not limited to those involving the criminal justice system
- Oversees accounts receivable
- Monitors department roster for processing of personnel action forms
- Provides administrative and technical support specifically for the Sheriff

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephone, calculators, copies, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- County policies, rules, and regulations.
- Operations, rules, policies, and procedures of the Department where assigned.
- Accounting principles and practices.
- Budget development and control.
- Public and community relations.
- Grant development and administration.
- Administrative analysis.
- Office management methods and procedures.
- Establishment and maintenance of filing and information retrieval systems.
- Purchasing methods and procedures.
- Account and statistical recordkeeping.
- Personal computers and software applications related to fiscal and administrative support work.
- Principles of supervision, training, and staff evaluation.

Ability to:

- Perform a wide variety of complex and specialized fiscal administration and support work for an assigned Departments.
- Supervise, train, and evaluate the work of assigned staff.
- Interpret, explain, and apply a variety of County and Department policies, rules and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department and unit budgets.
- Prepare and maintain grant funding records and reports.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software for fiscal and administrative functions.
- Effectively represent the County and the Department or unit in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

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TRAINING AND EXPERIENCE

Minimum qualifications for this position:

At least one (1) year equivalent to Sheriff Fiscal Officer I or equivalent completion of courses required for a major in Business Administration at an accredited four (4) year college or university.

Special Requirements: Possession of a valid California Driver's License issued by the Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.