

LEAD FISCAL AND TECHNICAL SERVICES ASSISTANT

DEFINITION

Under general supervision, to have assigned responsibility for providing lead supervision and work direction for other fiscal support staff; to perform a variety of technical and office support assignments for a specialized area of account, statistical, or technical recordkeeping work in connection with the maintenance of assessment roll, financial, public works, social services, solid waste, tax, treasury or other records; to specialized documents for sufficiency and accuracy, assisting the public or other County staff with application and specialized Department procedures; to provide a variety of information about Department policies and procedures; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the highest working level and lead supervision level in the Fiscal and Technical Services Assistant class series. Incumbents have responsibility for lead supervision and work coordination responsibilities for other staff along with performing a variety of the most advanced and complex financial, statistical, assessment roll, public works, social services, solid waste, tax, or other specialized recordkeeping work requiring substantial work background and experience in the area of assignment. They are also required to provide specialized and technical public assistance. This class is distinguished from Fiscal and Technical Services Assistant III by the assignment of lead responsibilities and the performance of more complex assignments.

REPORTS TO

A wide variety of County supervisory or management positions, depending upon the Department or program area of assignment.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead direction and work coordination for other staff.

LEAD FISCAL AND TECHNICAL SERVICES ASSISTANT - 2

EXAMPLES OF DUTIES

- Provides lead direction and work coordination for other staff.
- Provides specialized public assistance regarding assessment roll information, County taxes, public works, social services, solid waste, or fiscal records.
- Performs a variety of the most complex and technical assignments in assessment roll, public works, social services, solid waste, tax collection, treasurer, or fiscal and statistical recordkeeping and support work.
- Establishes and maintains computer database information.
- Keeps a variety of financial, statistical, or other specialized records.
- Posts information to assessment roll, fiscal, solid waste, treasury, or tax records.
- Verifies purchase orders.
- Assists with the maintenance of work and time records.
- May compute and prepare bills for services and/or taxes.
- Receives monies and maintains receipt records.
- Balances cash received and prepares deposits.
- Keeps subsidiary ledgers.
- Prepares financial, statistical, or other special reports.
- Compiles budget information.
- May process a variety of claims.
- Prepares warrants.
- May process and maintain information on supplemental tax refunds, public defender payments, or jury payments.
- Prepares and balances daily bank account records.
- Maintains proper documentation for investment portfolios, including receiving, verifying, and depositing interest earnings.
- Prepares and distributes forms and processes payments for the transient occupancy tax.
- Processes improvement bond payments and maintains communication with bondholders.
- Processes and validates payment of County warrants.
- Receives deposits from County departments, maintains records, and issues receipts.
- May assist with safeguarding money in the County Treasury.
- May perform on-site inspections of residential and commercial property for the purpose of solid waste assessments.
- May review maps, legal descriptions, and other data for changes in land use.
- May serve as "Chief Deputy Registrar" with responsibility for the vital statistics function in the Public Health Department.
- Evaluates a variety of information and data for accuracy, compliance, and completeness.
- Provides information to others.
- Operates office equipment and computers.

LEAD FISCAL AND TECHNICAL SERVICES ASSISTANT - 3

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, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is normally performed in an office environment; some positions may also have outdoor assignments; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of lead direction and work coordination.
- Methods, practices, and procedures of financial, statistical, public works, social services, solid waste, tax, assessment roll or other specialized recordkeeping.
- Policies, laws, rules, and regulations applicable to a special assignment area such as County Auditor's office functions, County tax collection, public works, social services, solid waste assessments, treasurer functions, Assessor's, or other specialized records.
- Policies and procedures of the work area where assigned.
- Modern office methods, practices, and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

Ability to:

- Provide lead supervision and work coordination for other staff.
- Perform a variety of the most complex specialized financial, statistical, tax collector, public works, social services, solid waste, treasurer, assessment roll, or other specialized recordkeeping assignments.
- Provide technical support for an assigned area of County government.
- Interpret and apply the policies and procedures of the Department and work unit where assigned.
- Assist with the preparation of financial statements or other specialized reports.
- Read and interpret maps or other special documents.
- Make mathematical calculations quickly and accurately.
- Operate a computer and appropriate software, including database information.
- Follow oral and written directions.
- Maintain good public relations.
- Tactfully and courteously provide a variety of public assistance with tax collection activities, treasury functions, Assessor operations, Auditor/Controller activities, Public Works, Social Services, Solid Waste Planning, or other assigned areas.
- Establish and maintain cooperative working relationships.

LEAD FISCAL AND TECHNICAL SERVICES ASSISTANT - 4

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of experience in performing specialized financial, statistical, public works, social services, solid waste, treasurer, tax collection, or assessment roll recordkeeping, technical support, and public assistance work comparable to that of an Fiscal and Technical Services Assistant II or III with Plumas County.

OR

Two (2) years of experience performing duties as above with at least one (1) year in a lead or supervisory capacity.

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