



Fiscal Records Specialist

Category: Classified
Pay Grade: C16
Job Code: 18720

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs complex clerical and financial work reviewing, processing, and recording specialized records with substantial financial impact in an automated office environment; reviews and processes a wide variety of legal documents and financial records which may include cashiering, auditing, and/or accounting related work.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- May perform cashiering work by entering transactions into computerized registers, receiving monies, making change, balancing the register daily, and may pay out witness fees;
- Provides information and services to the general public and responds to inquiries and requests from attorneys, litigants, and the court;
- Daily reconciliation of monies and financial data and prepares reports and records;
- Processes lien rerecording report and submits to judge;
- Processes incoming mail and prepares for imaging, scanning, and redacting;
- Processes emergency motions filed;
- May audit, review, and process accounts and perform complex case related functions;
- May conduct investigations and audits to resolve problems from misapplied funds, improper validations, and improper application of liens;
- May relieve or fill in for employees at other work locations as needed;
- May perform a variety of tasks related to an automated office environment;
- May perform file management and inventory control tasks;
- Prepares reports and performs special projects as required;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Two (2) years of experience in cashiering or accounting and practical skills in the use of computer equipment; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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 knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles of cashiering, governmental accounting, and record keeping procedures pertinent to the area of assignment;

- Knowledge of the Florida Statutes, Rules of Court, and regulations pertinent to area of assignment;
- Knowledge of automated office equipment, practices, and procedures;
- Knowledge of legal terminology, grammar, spelling, math, and bookkeeping methods;
- Skill in the application of quality customer service;
- Skill in the operation of automated office equipment;
- Ability to make and apply decisions in accordance with laws, regulations, and procedures;
- Ability to analyze accounts, perform computations, and prepare related documents;
- Ability to understand and follow oral and written instructions and to express oneself clearly and concisely, orally and in writing;
- Ability to type with reasonable speed and accuracy;
- Ability to use small office equipment and computers.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.