

# SUPERVISING FISCAL TECHNICIAN II



## **Description:**

Under general direction, performs supervisory and administrative support work involving planning, organizing and coordinating the tasks of collections support staff performing specialized tasks relating to the examination, collection, reconciliation and recording of financial and statistical records.

## **Distinguishing Characteristics:**

This class is characterized by responsibility for the supervision of a large, complex and varied fiscal unit. This class is distinguished from the class of Supervising Office Assistant that may supervise smaller units performing fiscal work, by the supervision over a large fiscal support unit performing highly varied, complex and specialized functions which may include subordinate supervisors.

Positions in this class report to the Supervisor of Fiscal Services.

## **Duties may include, but are not limited to:**

1. Supervises the work of assigned staff. Evaluates work performance, prepares and signs performance evaluations. Participates in personnel decisions including hiring and disciplinary actions and assists in resolving employee grievances; approves leave requests.
2. Plans, organizes, schedules and assigns the day to day collections operations of the office; establishes work sequence, priorities, deadlines, and work standards; estimates supply, staff and equipment requirements.
3. Identifies training needs and plans training programs; may develop training curricula and prepare training materials.
4. Reviews work products prepared and processed by unit/section for accuracy and compliance with Department policy.
5. Assists in developing, revising, and implementing new or revised procedures, forms, and office systems; coordinates clerical services with other departmental operations.
6. Maintains records of workload and personnel information; prepares operational, narrative and statistical reports.
7. Interprets regulations, procedures and contractual or other legal requirements to determine the appropriate procedure/regulation or formula to apply for the public, employees, supervisors and others; handles unusual or difficult problems referred by subordinates.
8. Prepares, or supervises the preparation of, complex collections records, statements and transactions involving a variety of items in different forms and requiring the examination of essentially dissimilar collections details and substantially different types of supporting documents.

9. Maintains ledgers, journals, logs, files and other collections or fiscal records; sets up, extracts, posts, adjusts and reconciles entries to centralized collections records; classifies and codes transactions.
10. Resolves the more difficult or sensitive collection cases. Represents the collections section in small claims court. Negotiates settlements on cases handled by County Counsel.
11. Supervises the preparation and processing of collections records, transactions, statements; functions as a source of information on regulations, rules, department policy, and guidelines.
12. Performs research to resolve errors or identify discrepancies. Prepares reports on the status of accounts, fee receipts, collections and accounts receivable.
13. Operates a variety of office equipment to enter and retrieve data and produce or process materials, including correspondence, memoranda, reports, numeric data, requisitions and statements.
14. Composes correspondence and compiles information for reports, budget justifications, special projects and studies; prepares manuals on office procedures and instructs clerical staff in their use; evaluates equipment and staff needs.
15. Assists with conducting special studies relating to the development and implementation of office collections operations, policies and procedures.
16. Updates staff on changes in laws and procedures and ensures compliance.
17. Provides vacation or temporary relief as required.
18. Provides other duties as required.

**Typical Qualifications:**

Must have a minimum of four years experience performing journey level collections and/or fiscal duties, at least one year of which must be lead or supervisory experience.

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 40065

**Salary Range:** N36

**Representation Unit:** Non-Represented

**Last Updated:** 9/28/09