SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED

JOB ANNOUNCEMENT
#13-11

Senior Financial Clerk - Confidential
This is an At-Will position

OPEN RECRUITMENT

Salary Range:

Senior Financial Clerk - Confidential
$1607.20 biweekly to $1954.40 biweekly
($3,482.27 to $4,234.53 monthly equivalent)

Filing Deadline:

4:30 p.m. August 9, 2013 Actual Receipt

Submit:

All applications for employment must be made on an official application form and must be filed with Human Resources on or prior to the closing date and time for receipt of applications. A resume may be included with the application as supplemental information, but will not be accepted in lieu of an official application. All information on the application must be completed – "see resume or see attached" is not acceptable. Faxed applications will not be accepted.

Selection Process:

In order to insure proper evaluation of employment qualifications, it is suggested that applicants read the directions carefully and fill out the application COMPLETELY. Those applicants meeting the minimum qualifications and possessing the most relevant experience as shown on the application may be invited for an interview. Applications will be done by Human Resources who will determine the most qualified to be referred for interviews.

Definition:

Under limited supervision, this confidential At-Will position performs professional financial analysis work; assists with fiscal and strategic analysis; performs analysis, design and implementation of official procedures, processes and systems and performs financial and accounting audits.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Conducts program reviews; compiles and analyzes financial and budgetary data, statistics and other information to aid in program monitoring, evaluation planning and improvement. Prepares studies and recommendations as directed; provides general technical assistance to management as assigned; prepares and negotiates requests for quotes, proposals, contracts and agreements; monitors for programmatic and fiscal compliance. Assists with preparation and presentation of budgets including sensitive information that may be used in employee relations and labor negotiations; performs budget and expenditure review and makes recommendations on same; evaluates, recommends, writes and administers grant funding opportunities. Reviews, analyzes and recommends to management, organizational policy and procedures for department operations; participates in the development of new or revised programs, systems procedures and methods of operation; identifies court programs that can be enhanced by grant funding and prepares grant proposals. Plans, organizes and conducts administrative

studies, including court improvement projects of court-wide significance or specific to a division. Prepares narrative, graphic and statistical reports with alternative methods for resolving issues. Prepares and reviews court-wide fiscal activities in accordance with program goals and objectives. Monitors expenditures, staffing and operations; reconciles expenditures and revenues to budget; identifies concerns and recommends corrective action. Forecasts cost projections; conducts comparative trends analyses of operating programs by analyzing cost in relation to services performed. Analyzes and interprets current, pending and approved legislation and regulatory changes to determine the effect on court fiscal operations, programs and budgets; reviews financial data on an on-going basis to ensure conformity with established guidelines. Assists in the development and implementation of budgetary policies and procedures in accordance with applicable laws, policies, procedures, rules and regulations. Maintains records and files; prepares statistical materials, memoranda, reports and correspondence. Assists in the development and implementation of court or division goals and objectives. Attend training as offered and/or directed;
Travel to off-site courts, as needed. Other duties as assigned.

Education and Experience Required:

Bachelor's Degree from an accredited four-year college or university with major work in business or public administration, finance, economics or a closely related field. One (1) year of fiscal and/or budgeting work experience is desired.

OR

AA/AS in public or business administration, finance, economics or closely related field AND three (3) years of fiscal, budgetary or organizational analysis experience.

OR

Education equivalent to a high school diploma with significant college level coursework in accounting AND (6) six years experience of accounting and budgeting work experience.

Necessary Employment Standards

Knowledge of:

- Business correspondence.
- General office practices.
- Filing and record keeping methods.
- Customer service, receptionist and telephone techniques.
- Correct English usage, spelling, grammar, and punctuation.
- California Trial Court Funding and/or California Trial Court Financial policies and procedures are desired.
- Computer programs Excel and Word.
- Financial software (SAP desirable) to include Accounts Receivable, Accounts Payable and General Ledger required for Finance positions.

Skill/Ability to:

- Perform difficult and complex court financial accounting work which involves a high degree of independent judgment and includes analyzing data, interpreting directions, procedures and regulations and developing appropriate responses.
- Plan, direct and review the work of others on a project or day-to-day basis.
- Read and understand statutes and instructions related to court proceedings.
- Follow verbal and written directions and use correct legal terminology.
- Adapt to new computer programs and technology as required. Operate and maintain various office equipment and machines (including, but not limited to,

personal computer, printers, photocopier, cash register, calculator, typewriter, multifunction telephone, scanner, 10 key, microfiche, power files and file stamp).

- Assign work and monitor office workflow, when directed.
- Communicate effectively - verbal and written - in person, over the telephone and in writing with judicial officers, managers, supervisors, co-workers, judicial partners and the public.
- Prepare clear, concise records and reports with attention to detail.
- Prepare and/or process various legal documents including court orders and warrants.
- Perform technical financial and statistical record keeping with correct basic arithmetic processes and simple accounting procedures.
- Possess excellent organizational skills with ability to appropriately prioritize work.
- Maintain confidential information in accordance with legal standards and/or other regulations.
- Be dependable, punctual and have good attendance.
- Establish and maintain effective working and cooperative relationships with the public, co-workers, supervisors, judges, commissioners, independent contractors and other management. Work effectively with and assist individuals of various ages and diverse cultural backgrounds. Deal tactfully and courteously with the public and legal representatives in providing information about court functions and proceedings.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Possess a valid California Driver's License or self-arranged transportation between courts, storage facility, etc., if required. Driver must have acceptable driving record.
- Successfully complete fingerprinting and Criminal Record Background Check.
- Maintain professional demeanor as defined in the Court Code of Ethics and professional appearance.
- Follow Court Personnel Policies, Safety Procedures, Court Code of Ethics and Court Harassment Prevention Policy.
- Follow verbal and written directions.
- Attend training as offered and/or directed.
- Travel to off-site courts, as needed.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data, and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Apply:

Applications may be obtained from and submitted to:

Merced Superior Court
Human Resources
627 W. 21st St., Room 20
Merced, CA 95340
(209) 725-4103

Or from our Website www.merced.courts.ca.gov

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Merced Superior Court is an Equal Opportunity Employer