


Maryland Judiciary Job Description

	Official Title	Lead Fiscal Clerk
	Job Code	6122
	Business Title	Lead Fiscal Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This is a clerical position performing fiscal duties in a lead capacity in court operations. Incumbent serves as the lead worker for all accounting, cashing, and budgeting work. May be responsible for visitation to other locations to assist lower-level Fiscal Clerks in training, correcting complex issues, and implementing new procedures (i.e., District Court Accounting Area Specialist). Employees in this classification assign, review, and approve the work of and train lower-level Fiscal Clerks and related support staff. Work is performed under general supervision.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Assigns, reviews, and approves the work of lower-level Fiscal Clerks and support staff, as needed. Provides technical guidance and direction concerning fiscal policies and procedures.
- Trains fiscal staff and resolves complex accounting issues.
- Assists cashiers as needed with researching and resolving any discrepancies or overage/shortage of tills.
- Tracks and maintains logs and generates various reports (daily/monthly) of accounting transactions to include, but not limited to, accounts receivable, adjustments, voids, refunds, returned checks, and escrow payments.
- Reconciles agency accounting systems to fiscal accounting systems, locates and researches differences, traces discrepancies, makes adjustments, and maintains audit trail.
- Examines financial data to identify interrelationships and trends and devises procedures to increase the reliability and usefulness of the data.
- Prepares requisitions for purchases using GEARS.
- May recommend and process budget modifications, budget supplements, and budget amendments.
- Maintains appropriations or grant ledgers and approves expenditures based on compliance with established guidelines and fund availability.
- Creates, updates, and implements automated spreadsheets, ledgers, and reports using accounting software packages

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- Purchases office supplies and maintains inventories.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma (or GED equivalent).
- Four (4) years of fiscal or accounting work experience.

Note:

- A Bachelor's Degree may substitute two (2) years of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute two (2) years of required work experience.
- A Paralegal Certificate may substitute one (1) year of required work experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) or Governmental Accounting and Financial Reporting Standards (GASB).
- Principles and practices of bookkeeping and accounting in order to review, verify, record, adjust, and balance financial transactions.
- Office equipment including, but not limited to, computers, telephones, copiers, scanners, fax machines, etc.
- Maryland Judiciary's policies, procedures, laws, and forms involving various types of court cases and the implication each of these have on the accounting operations of the court.

Skill in:

- Managing priorities to meet critical deadlines while multitasking.
- Basic English and arithmetic to include, but not limited to, spelling, punctuation, addition, subtraction, multiplication, and division.
- Accuracy and attention to detail.
- Analyzing records, reports, and other business and financial documents and noting details and facts pertinent to the audit assignment.
- Organization and time management.
- The use of Microsoft Office products to include, but not limited to, Excel, Word, PowerPoint, Outlook, etc.
- Communicating information effectively.

Ability to:

- Acquire knowledge of Maryland Judiciary procedures, rules, practices, regulations, and jurisdictional courts.

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- Assist, guide, and direct others.
- Apply job-related terminology, policies, procedures, regulations, and laws to define problems, collect data, establish facts, record data, appropriately complete forms, and provide information to customers.
- Perform a full range of basic accounting procedures.
- Review and analyze financial transactions, documents, records, and reports to obtain facts and verify accuracy.
- Interpret, apply, and follow a variety of written or verbal instructions.
- Use standard office and business equipment including, but not limited to, personal computers, word processing, spreadsheets, database software, copier, microfilm machine, register, scanner, fax machine, etc.
- Establish and maintain effective working relationships with other employees, superiors, and/or the general public.
- Conduct research and problem solve often complex issues, concerns, or situations that may arise.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees but provides training, instruction, and guidance to staff and leads the work unit.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves *sedentary* work, 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. Sedentary work involves sitting most of the time; walking and standing are required only occasionally.

WORKING CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works in an office or similar indoor environment and is not substantially exposed to adverse environmental conditions. Employees sometimes encounter individuals with known criminal or mental health backgrounds.

Maryland Judiciary is an Equal Opportunity Employer.

Date created:	January 2020
Dates revised:	October 2020