



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF EL DORADO**

Invites Applications for the Position of

**Fiscal Analyst  
Full-Time – Exempt (Confidential)**

Location: Placerville

**Monthly Salary: \$ 4,548.27 to \$5,529.33**

**Final Filing Date: Open Until Filled**

**DEFINITION**

Under general direction, to perform and assist in a wide variety of budgetary, financial, administrative and analytical support duties. This position is designated as “at-will” and, as such, the incumbent serves at the pleasure of the Court Executive Officer.

**DISTINGUISHING CHARACTERISTICS**

This is a journey-level position. Work involves the preparation and analysis of financial and statistical data, which may include a wide variety of processes and accounts, with varying degrees of complexity and responsibility. Most duties and responsibilities are performed within established policies, procedures, standards, rules and laws. However, incumbent must have the ability to exercise independent judgment and problem-solve in the absence of easily applied rules. Errors in judgment or failure to complete assignments may result in serious delays and/or considerable expenditure of-resources. Incumbents may lead, train or direct the work of Fiscal Technician/Fiscal Technician – Confidential staff or provide direction to clerical staff. This class typically reports to the Fiscal Services Manager class.

This class is distinguished from the higher-level Fiscal Services Manager class in that the latter has full supervisory authority for a group of assigned staff and the preponderant duties involve supervisory work and/or may require extensive knowledge to perform more difficult, complex and specialized duties.

**ESSENTIAL FUNCTIONS AND DUTIES**

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, essential functions and duties must be accomplished effectively, are standard, and may not be inclusive of all functions and duties that may be assigned. Essential functions and duties may include, but are not limited to, those listed below.

- Processes accounts payable: prepares accounting documents for verification, approval, posting and distribution; audits financial accounts; and monitors compliance with purchase orders, contracts and grants.
- Processes accounts receivable: prepares customer invoices; processes payments; and maintains accurate records.
- General ledger account maintenance and reconciliations.
- Processes bi-weekly payroll in automated payroll system; audits and records entries and adjustments for timesheets, wages and deductions; reviews payroll register and reports for accuracy; and processes payroll liabilities.
- Monitors and reconciles case management system activities and daily clerk deposits.

- Analyzes court fees and fines collected for accuracy and compliance. Distributes revenue to State, County and other agencies according to established procedures.
- Maintains and reconciles trust accounts.
- Interface between dedicated procurement professionals and court staff for purchasing activities, contracts, and purchase orders; assigns GL coding on purchase requisitions; monitors purchase orders and contracts and initiates action as needed; and maintains accurate files and documentation.
- Prepares and monitors grant budgets and contracts with assistance from operational staff. Submits monthly grant invoices and prepares journal entries and reconciliations as necessary.
- Participates in annual budget process and reporting.
- Maintains accurate financial and statistical records; analyzes and reconciles accounts according to established procedures; performs research as needed; develops complex spreadsheets; and resolves accounting problems.
- Prepares and evaluates accounting and financial data for reports to Court administration, as well as County, State and Federal agencies.
- Conducts monthly and year-end closing of account ledgers and books.
- Maintains asset inventory and control.
- Conducts internal audits as needed.
- Identifies unit and/or operational problems and makes recommendations.
- Develops and updates unit and/or operational procedures.
- Responsible for financial preparation and analysis relating to union negotiations and activities.
- Answers accounting questions from Court staff, public and outside agencies.
- Communicates clearly, concisely and effectively, orally and in writing.
- Maintains the confidentiality of Court documents and records.
- Establishes and maintains effective working relationships with Court staff and others encountered during the course of work.
- Travel between Court facilities as necessary to carry out duties.
- Performs other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination is:

### **Either I**

Experience: One (1) year of experience in the class of Fiscal Technician/Fiscal Technician – Confidential with the El Dorado Superior Court.

### **Or II**

Experience: Three (3) years of progressively responsible experience in the preparation and maintenance of accounting and statistical records, which may include: processing accounts payable, accounts receivable and general ledger entries in a computerized accounting system; payroll processing; general ledger and bank reconciliations; and preparation of management reporting, such as balance sheet, income statement, cash flow and budget analysis.

### **AND**

Education: Completion of 60 semester (or equivalent quarter) units from an accredited college or university with major coursework in accounting, business administration, finance, economics or a related field, or an Accounting Certificate.

**Or III**

Four (4) years of progressively responsible experience in the preparation and maintenance of accounting and statistical records, which may include: processing accounts payable, accounts receivable and general ledger entries in a computerized accounting system; payroll processing; general ledger and bank reconciliations; and preparation of management reporting, such as balance sheet, income statement, cash flow and budget analysis.

**Desirable Qualifications**

Experience with a public agency or court, SAP Accounting software and/or ADP WorkForce Now.

**Knowledge and Abilities**

Knowledge of:

- Principles, methods and techniques of accounting procedures, terminology and practices including general ledger, accounts payable, accounts receivable and reconciliations.
- Generally accepted accounting standards and principles (GAAP) and the Governmental Accounting Standards Board (GASB).
- Basic purchasing principles and practices.
- Payroll processes.
- Correct English use, punctuation, spelling and grammar.
- Personal computers and business computer applications, particularly accounting, spreadsheet and word processing software.

Ability to:

- Accurately collect, prepare, calculate, record and reconcile statistical, financial and informational data.
- Research, interpret, explain and apply applicable policies, procedures, guides, rules and statutes.
- Evaluate alternatives and recommendations in the absence of easily applied rules.
- Analyze financial and accounting records, draw logical conclusions, resolve discrepancies and make sound decisions.
- Organize and prioritize workload efficiently to meet all deadlines under changing conditions.
- Maintain confidentiality of Court documents and records.
- Operate modern office equipment and personal computers, and use specified computer software and databases, with emphasis on financial and accounting applications.
- Establish and maintain effective working relationships with all those encountered in the course of work.

**Other Requirements**

- Possession of a valid driver's license may be required depending on the position or the ability to provide alternate methods of transportation that meet job requirements.
- Candidates are required to pass a fingerprint clearance by the Federal Bureau of Investigation (FBI) and Department of Justice (DOJ). Convictions, depending on the type, number and date, may be disqualifying.
- All Court employees must take the Oath of Allegiance.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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

**Physical Requirements:** Strength, dexterity, coordination and vision to use a keyboard and monitor; hearing to communicate with the public and Court staff; ability to sit for extended periods of time; walk or otherwise move within the Court facilities; reach with hands and arms; vision to read and write material; sufficient strength to lift, carry, push or pull materials weighing up to 25 pounds; lifting position may be from floor to waist, and/or from the waist to an overhead position; to stoop, kneel, squat and crouch to pick-up or move objects, office equipment and records; speak clearly on the telephone and before groups.

**Working Environment:** Work is performed in an office environment with little exposure to outside temperatures or dirt and dust. The incumbent's working conditions are typically quiet, but may be loud at times at some locations. The noise level and traffic level in the work environment are similar to a busy office.

Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Work outside of these hours may be necessary in certain circumstances. This position is exempt from the provisions of the Fair Labor Standards Act and is not eligible for over-time.

**NOTE:** The statements herein are intended to describe the general nature and level of work being performed by individuals assigned to this job classification, and are not construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

## **BENEFITS**

- **Vacation:** Accruals start at ten (10) days per year for full-time employees (increases with years of service).
- **Holidays:** Ten (10) paid holidays plus four (4) floating holidays for full-time employees.
- **Sick Leave:** Twelve (12) days per year for full-time employees.
- **Special Leave:** Seven (7) paid leave days per year for full-time employees.
- **Health Benefits:** Medical, dental and vision insurance coverage is offered to employees and their eligible dependents, with a significant portion of the health benefit contributions paid by the Court.
- **Retirement:** CalPERS retirement is the benefit offered by the County CalPERS program in effect at the date of hire. The Court does not contribute to Social Security.
- **Life and Accidental Death and Dismemberment (AD&D) Insurance:** The Court provides basic employee life and AD&D insurance. Employees may elect to purchase supplemental life or AD&D insurance subject to the provisions of the respective insurance plan.
- **Long-Term Disability (LTD) Insurance:** The Court provides and pays for LTD insurance subject to the provisions of the respective insurance plan.
- **Flexible Spending Account:** The ability to deduct a portion of your salary before taxes to apply towards qualified medical expenses and/or child care expenses.
- **Employee Assistance Program:** Employees may use this program for up to six (6) visits per year at no cost to the employee. Services are completely confidential.
- **Deferred Compensation:** The Court offers two (2) deferred compensation plans for employees who wish to participate through payroll deduction.
- **Pet Healthcare Program:** Voluntary employee-paid benefit.

## **RECRUITMENT AND APPLICATION PROCESS**

Applicants must submit a completed application packet that includes a Court application, resume and responses to the supplemental questions contained in this job announcement. Applicants may email the application packet to [hr@eldoradocourt.org](mailto:hr@eldoradocourt.org). The application packet may also be delivered between the hours of 8:00 a.m. and 4:00 p.m. from Monday – Friday or mailed to:

**Superior Court of California  
County of El Dorado  
Attn: Court Administration/HR Dept.  
2850 Fairlane Court, Ste 110  
Placerville, CA 95667**

- Application packets will not be accepted at any other Court location.
- Faxed application packets are **not** acceptable.
- Resume **may not** be substituted for any portion of the application.
- It is **not** acceptable to complete the application or the supplemental question with statements such as “see/refer to resume” or “see attached.”
- Incomplete application packets will not be processed.
- All materials submitted become the property of the Court and will not be returned.

If you require a reasonable accommodation for any part of the application and hiring process, please contact Human Resources at (530) 621-7427.

**The Superior Court of California, County of El Dorado is an Equal Opportunity Employer.**

[www.eldoradocourt.org](http://www.eldoradocourt.org)

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### **Supplemental Questions Fiscal Analyst**

To better assess the qualifications of each applicant, completion of the below supplemental questions is required. Please take the time to provide a thoughtful and thorough response. All work experience that is described or included in your response must be included in the “Work Experience” section of your application. Do not refer to a resume or other document.

- 1) Tell us what makes you an outstanding candidate for this position; include specific examples of related experience as well as personal characteristics.
- 2) Describe an example of where you demonstrated being a self-starter.
- 3) Briefly describe your experience in reconciling data.
- 4) Briefly describe your work experience which involved interpreting and applying complex rules and regulations. Be specific about the of regulations and how you applied them in the work environment.
- 5) Tell us about any research you have had to perform in an area in which you were not familiar. What resources did you use and how did you communicate your findings?



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF EL DORADO  
HUMAN RESOURCES DEPARTMENT  
APPLICATION FOR EMPLOYMENT**

2850 FAIRLANE COURT, STE 110, PLACERVILLE, CALIFORNIA 95667  
TELEPHONE: 530-621-7427  
[www.eldoradocourt.org](http://www.eldoradocourt.org)

*FOR PERSONNEL USE ONLY*  
 Accepted  
 Rejected  
 Experience  
 Education  
 Late  
 Other  
 DATE: \_\_\_\_\_

**Please TYPE or PRINT in dark ink. An application completed in insufficient detail, without signature, or in pencil will constitute failure of the initial step of the examination process and the application will be rejected.**

**IMPORTANT:** YOU WILL BE NOTIFIED BY MAIL OF YOUR STATUS. THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND THE DISABLED ARE ENCOURAGED TO APPLY. IF YOU NEED ACCOMMODATION IN THE EXAMINATION/INTERVIEW PROCESS, PLEASE CONTACT COURT ADMINISTRATION AT LEAST FIVE (5) WORKING DAYS BEFORE A SCHEDULED EXAMINATION/INTERVIEW.

1. **EXACT TITLE OF POSITION FOR WHICH YOU ARE APPLYING:**

2. NAME-FIRST: \_\_\_\_\_ MIDDLE: \_\_\_\_\_ LAST: \_\_\_\_\_

3. MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

4. HOME PHONE: ( ) \_\_\_\_\_ BUSINESS PHONE: ( ) \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

Answer by checking the appropriate box: YES NO

5. Can you, after an offer of employment, submit verification of the legal right to work in the U.S.? (U.S. regulations require all employees hired after 11/06/86 to provide proof of legal status to be employed in the U.S.)

6. Do you object to the Court making inquiry of your present employer?

7. Have you ever been discharged from a position or terminated during a probationary period for unsatisfactory service, or have you ever resigned upon request to avoid discharge? If yes, give name and address of employer, date of discharge or forced resignation, and the reason in Item No. 15.

8. Have you ever been employed by the Superior Court of California, County of El Dorado? If Yes, give details in Item No. 15

9. Do you have a valid driver's license to operate a motor vehicle? If YES, complete the following:  
 State: \_\_\_\_\_ Type of License \_\_\_\_\_ Lic. No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

10. Do you have any relations by blood or marriage employed by the Superior Court of California, County of El Dorado? (Court policy prohibits nepotism.) If YES, give name(s) and relation in Item No. 15.

11. Have you ever been convicted of an offense against the law including misdemeanor offenses such as DUI, reckless driving, etc. or forfeited collateral? You may omit: (1) Minor traffic violations and (2) any offense committed before your 18<sup>th</sup> birthday. If YES, give details in Item No. 15.

12. Please check the type of employment you are willing to accept:  FULL-TIME  PART-TIME  TEMPORARY

13. Please check the location of the position you are applying for:  SOUTH LAKE TAHOE  PLACERVILLE  CAMERON PARK

14. In addition to English, I can:  speak  read  write fluently \_\_\_\_\_  
 Applicant may be tested to validate language skills. (enter language)

15. SPACE IS PROVIDED FOR AN EXPLANATION, IF NECESSARY, FOR ITEMS 7, 8, 10, 11 OR TO LIST ANY SPECIAL SKILLS.

**INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED**

TURN OVER APPLICATION AND FILL OUT *BEFORE* SIGNING BELOW

16. **CERTIFICATE OF APPLICANT:** Recheck the Application to be sure it is complete and read the following carefully before signing. Applicant must sign personally. I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material facts herein may cause forfeiture on my part to any employment or payment as an employee in the service of the Superior Court of California, County of El Dorado. I further agree to be fingerprinted, and upon employment, to furnish such proof of age as may be required. I hereby authorize representatives of the Superior Court of California, County of El Dorado to contact (except as noted in #6) organizations, employers, schools and individuals listed for the purpose of establishing or verifying my qualifications, work history and work habits in connection with this application for Superior Court employment. I understand and acknowledge that such information will be used confidentially and for purposes of employment decisions only. I authorize the individuals or organizations contacted to release the above information to the Superior Court of California, County of El Dorado.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**INSUFFICIENTLY COMPLETED APPLICATIONS WILL BE REJECTED**

(i.e. "See attached resume" is unacceptable)

**PLEASE READ THE MINIMUM QUALIFICATIONS SECTION OF THE JOB BULLETIN BEFORE FILLING OUT THIS SIDE**

**17. EDUCATION AND EXPERIENCE**

A. Do you possess a High School Diploma or G.E.D.?  Yes  No

B. NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE OF STUDY	SEMESTER UNITS	QUARTER UNITS	DEGREE	DATE COMPLETED

C. BUSINESS, CORRESPONDENCE, TRADE, OR SERVICE SCHOOLS:

COURSE OF STUDY:

**18. CERTIFICATES, LICENSES, OR PROFESSIONAL REGISTRATION WHICH APPLY TO THIS POSITION:**

DATE ISSUED \_\_\_\_\_ TYPE OF LICENSE & REGISTRATION NO. \_\_\_\_\_

DATE ISSUED \_\_\_\_\_ TYPE OF LICENSE & REGISTRATION NO. \_\_\_\_\_

**19. IF THIS POSITION REQUIRES COMPUTER, TYPING, AND/OR SHORTHAND SKILLS, PLEASE INDICATE: YES NO**

Computer    
Typing   \_\_\_\_\_ WPM  
Steno   \_\_\_\_\_ WPM

**20. EXPERIENCE:** Begin with your most recent experience. List ALL experience in the last ten years, including U.S. Military Service. Give details of the experience which you believe helps you meet the requirements of the position for which you are applying. Show actual time (number hours/days, number of hours/weeks) spent in such experience. If "volunteer," state in the space following salary. Resumes are encouraged, BUT WILL NOT BE ACCEPTED IN LIEU OF ANY PORTION OF THE STANDARD SUPERIOR COURT OF CALIFORNIA, COUNTY OF EL DORADO APPLICATION. All materials submitted become the property of the Superior Court of California, County of El Dorado. You may attach additional sheets if necessary.

<b>PERIOD OF EMPLOYMENT</b> FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	<b>JOB TITLE AND MOST RELEVANT DUTIES PERFORMED</b> TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	<b>NAME AND ADDRESS OF EMPLOYER (S)</b> EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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<b>PERIOD OF EMPLOYMENT</b> FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	<b>JOB TITLE AND MOST RELEVANT DUTIES PERFORMED</b> TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	<b>NAME AND ADDRESS OF EMPLOYER (S)</b> EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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<b>PERIOD OF EMPLOYMENT</b> FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	<b>JOB TITLE AND MOST RELEVANT DUTIES PERFORMED</b> TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	<b>NAME AND ADDRESS OF EMPLOYER (S)</b> EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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<b>PERIOD OF EMPLOYMENT</b> FROM: _____ TO: _____ TOTAL: _____YR. _____MO. <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME If part time, give exact or average hours per week: _____	<b>JOB TITLE AND MOST RELEVANT DUTIES PERFORMED</b> TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	<b>NAME AND ADDRESS OF EMPLOYER (S)</b> EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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CONFIDENTIAL

Superior Court of California, County of El Dorado Affirmative Action Form

The Superior Court of California, County of El Dorado requests all persons to complete this portion of the application under the provisions of the Government Code Section 1233. This is not a part of the application and is removed before screening, it is used for AA/EEO purposes only. No individual personnel selections are made based on the information. Please answer the following questions to the best of your ability. Your cooperation is appreciated.

ETHNIC CATEGORY

1.  WHITE (Not of Hispanic origin). All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
2.  BLACK (Not of Hispanic origin). All persons having origins in any of the Black racial groups of Africa.
3.  HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.
4.  ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
5.  AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

TITLE APPLIED FOR:	DATE:
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I LEARNED ABOUT THIS JOB OPENING THROUGH (check appropriate boxes):

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. <input type="checkbox"/> A FRIEND OR RELATIVE</li> <li>2. <input type="checkbox"/> A COURT EMPLOYEE</li> <li>3. <input type="checkbox"/> COURT EMPLOYMENT ANNOUNCEMENT</li> <li>4. <input type="checkbox"/> COURT ADMINISTRATION</li> </ol> | <ol style="list-style-type: none"> <li>5. <input type="checkbox"/> JOB FAIR, AN ORGANIZATION, OR GROUP (Which?): _____</li> <li>6. <input type="checkbox"/> ADVERTISEMENT (Which paper or magazine?): _____</li> <li>7. <input type="checkbox"/> WEBSITE (Please specify site): _____</li> <li>8. <input type="checkbox"/> OTHER MEANS (Please specify): _____</li> </ol> |
|---|---|

GENDER:  Male  Female

AGE: Are you 40 years of age or older?  YES  NO