



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

Invites Applications for the Position of

**Fiscal Services Manager**  
Placerville (Unrepresented)

**Approximate Monthly Salary: \$5,832.67 to \$7,091.00 per month**

**Final Filing Date: Open Until Filled**

**DEFINITION**

Under executive direction, the Fiscal Manager plans, organizes, coordinates and administers all financial activities related to the budgetary processes including accounting, fiscal reporting, revenue disbursement, grant administration, contract administration and fiscal auditing. The incumbent performs a full range of accounting duties including, but not limited to, budget analysis, establishing and implementing fiscal policies and procedures and maintenance of financial records and reports. 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 management position responsible for planning, organizing and directing the fiscal operations of the Court. The incumbent in this class has full supervisory authority for subordinate staff and may at times provide direction to technical and clerical staff and performs a variety of more complex and/or specialized accounting duties.

The Fiscal Services Manager classification typically reports to the Assistant Court Executive Officer classification and is distinguished from the higher-level class in that the latter has executive level responsibilities and authority and reports directly to the Court Executive Officer classification.

**ESSENTIAL FUNCTIONS AND DUTIES**

The Court reserves the right to assign or reassign duties as required to achieve business and operational objectives. When assigned, all of the essential functions and duties listed below 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.

- Assumes management responsibility for services and activities of general accounting, financial reporting, fine and fee distribution, trust and grant accounting, contracts, procurement, payroll and fiscal services including policy administration, personnel management, program management, cash control, grant management, contract management, budget and administration as needed.
- Performs managerial duties including: recruitment; training development and delivery; prepares performance evaluations and provides performance coaching and management; scheduling, assigning and review of work; processing requests for leave; timekeeping; takes or recommends corrective and/or disciplinary action to address performance deficiencies in accordance with Court Personnel Policies and Procedures and labor contract agreements; and provides opportunities for professional development of staff.

- Develops, implements and interprets financial policies and procedures, ensuring that financial policies and procedures are in accordance with applicable laws, requirements and governmental accounting and reporting practices.
- Reviews accounting systems and procedures for internal control and compliance with the Financial Policies and Procedures Manual and Judicial Branch Contracting Manual.
- Coordinates audits and requests from outside agencies; and serves as lead during audits from Judicial Council of California or other agencies.
- Prepares, analyzes and monitors the Court's budget; and maintains and tracks fiscal and budget control journals and records.
- Performs complex studies, projects and prepares reports pertaining to financial planning, budget projections, forecasting and the protection of Court assets.
- Prepares standard monthly, quarterly and annual reports and ensures conformance with Court, Judicial Council of California, State, Federal or other reporting requirements.
- Evaluates cash flow and budget status and recommends appropriate actions.
- Monitors legislation and evaluates the effect of legal and procedural changes related to accounting, fiscal reporting and related operational functions.
- Serves as the expert financial program resource; provides training and technical assistance to Court staff.
- Prepares and/or oversees the preparation of sensitive information that may be used in employee relations and labor negotiations; and prepares and presents budget information.
- Develops and implements, in consultation with the Court Executive Officer or his/her designee, short and long-range strategic plans and priorities for the Court.
- Maintains professional knowledge in applicable areas and keep abreast of changes in job-related rules, statutes, laws and new business trends; make recommendations for implementation of changes; reads and interprets professional literature; and attends training programs, workshops and seminars as appropriate.
- Provides customer service and support.
- Maintains the confidentiality of Court documents and records.
- Communicates clearly, concisely and effectively orally and in writing.
- Exercises tact, objectivity, sensitivity, discretion, courtesy and judgment in handling highly emotional issues and situations with a variety of people from diverse backgrounds.
- Establishes and maintains effective working relationships with judicial officers, other staff, members of the public, the parties and others encountered during work.
- Attends meetings and participates on assigned committees.
- 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:

Experience: Five (5) of increasingly responsible professional-level experience in accounting, auditing, fiscal and/or budgetary analysis that includes at least one (1) year of experience leading or directing the accounting/fiscal/auditing work of clerical, technical or professional level staff.

AND

Education: Bachelor's degree or equivalent from an accredited college, university or program in finance, accounting, economics, business, public administration, judicial administration or closely related area;

Substitution: Additional qualifying experience may substitute for education on a year-for-year basis. Education may not be substituted for supervisory/managerial experience.

### **Desirable Qualifications**

- Possession of a valid Certified Public Accounting (CPA) certification.
- Experience in or with a California trial court and/or demonstrated knowledge of trial court fiscal operations.
- Experience in SAP and ADP.

### **Knowledge and Abilities**

Knowledge of:

- Management principles, practices and methods related to selection, training, evaluation, performance management, supervision of subordinate staff, program and budget administration.
- Theory, principles and practices of accounting as it relates to general ledger, payroll, purchasing, accounts payable, accounts receivable, reconciliations, fund accounting, trust accounting and grant accounting
- Generally accepted accounting standards and principles (GAAP) and the Governmental Accounting Standards Board (GASB),
- Budget development, analysis, reporting, control and forecasting.
- Organizational structure and function of the trial court system.
- Operations, services and activities of a comprehensive accounting and fiscal program.
- Laws, rules and regulations pertaining to government fiscal operations.
- Principles and practices of public administration including budget development and management.
- Principles and practices of policy and/or procedure development and implementation.
- Principles and practices of research and analysis, including cost benefit analysis.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles and practices of policy and procedure development and implementation.
- Payroll and benefits administration.
- Correct English use, punctuation, spelling and grammar.

Ability to:

- Participate in the development and administration of financial goals, objectives and procedures.
- Perform demanding technical research and analysis involving the most complex accounting and fiscal issues, while avoiding errors.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Plan, organize and administer financial programs/services.
- Understand, interpret, explain and comply with laws, regulations and policies.
- Establish and maintain financial records and prepare complex forms, statements of record, summaries and reports.
- Develop, write and implement fiscal policies and procedures.
- Gather, review and audit data and information for compliance with established procedures and controls.
- Analyze financial and accounting records, draw logical conclusions, resolve discrepancies and make sound decisions.

- Accurately collect, prepare, calculate, record and reconcile data.
- Select, supervise, train, coach and evaluate staff.
- Communicate efficiently and effectively with a diverse population, both orally and in writing.
- Prepare clear and concise administrative and financial reports.
- Use sound judgment within the framework of policies, procedures and guidelines.
- Organize and prioritize workload efficiently to meet all deadlines under changing conditions.
- Maintain confidentiality of information, exercise discretion and independent judgment.
- 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 meets 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.
- A financial disclosure statement pursuant to Fair Political Practices Commission Regulations is required within 30 days following appointment and annually thereafter.
- 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:** Ten (10) paid leave days per year for full-time employees for this classification.
- **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 question 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: Human Resources Dept.  
2850 Fairlane Court, Ste 110  
Placerville, CA 95667**

- Application packets must be received by the filing deadline.
- 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.**

### **Supplemental Questions**

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. Provide your answers as an attachment along with the Court application.

- 1) Tell us what makes you an outstanding candidate for this position; include specific examples of related experience as well as personal characteristics.
- 2) Please describe your experience providing customer service in a professional setting.
- 3) 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.
- 4) 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.

PERIOD OF EMPLOYMENT 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: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT 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: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT 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: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) EMPLOYER: _____ ADDRESS: _____ _____ IMMEDIATE SUPERVISOR: _____ PHONE NO. : _____ REASON FOR LEAVING: _____
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PERIOD OF EMPLOYMENT 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: _____	JOB TITLE AND MOST RELEVANT DUTIES PERFORMED TITLE: _____ NO. SUPERVISED _____ DUTIES: _____	NAME AND ADDRESS OF EMPLOYER (S) 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