

VERMONT JUDICIAL BRANCH

FINANCIAL & ADMINISTRATIVE OPERATIONS SPECIALIST

Court: Court Administrator's Office

Supervisor: Finance Manager

Job Code: 93230J

Exempt/Non-exempt: Non-exempt

Pay Grade: 22

Union Eligible: Y

PURPOSE:

Accounting, administrative, and audit work involving the administrative and fiscal operations and procedures within the State Court System. Duties are performed with considerable independence under the direction of the Assistant Director of Administrative Services. Supervision may be exercised over subordinate technical and/or clerical staff.

ESSENTIAL JOB FUNCTIONS:

- Reviews financial records from the superior, district, family and probate courts to insure that proper accounting procedures are being used. Prepares forms to deposit court receipts with the State Treasurer. Verifies that proper documentation is included for witness and juror expenditures prior to the reports being submitted to the Department of Finance. Processes all refunds of fines and fees.
- Performs internal audits of the superior, district, family and probate courts for the purposes of improving court accounting systems and operations.
- Performs performance standard audits in district court.
- Trains court employees and gives technical assistance in accounting and financial procedures.
- Reviews financial reports from the courts and audits reports from the Auditor of Accounts to develop and assist in implementing procedures to correct problems indicated by these reports.
- Coordinates the records management program of the judicial branch.
- Arranges the transfer and microfilming of court records with the Division of Public Records.
- Assists in monitoring judicial branch expenditures, in preparation of expenditure reports and preparation of the judicial branch budget.
- Provides back-up on the biweekly preparation of the judicial branch payroll.
- Maintains the judicial branch equipment inventory.
- Assists with the preparation of probate register meetings. Coordinates the ordering, inventory and revision of court forms.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: Bachelor's degree

Experience: Three (3) years at a technical or professional level in an administrative, fiscal or staff assistant role, including one (1) year in preparing, maintaining or monitoring of fiscal accounts or reports.

Graduate education in public or business administration, accounting, political science or a related field may be substituted for up to two (2) years of general experience on a semester for six month basis.

Additional work experience may be substituted for the Bachelor's degree on a six months for semester basis.

- Considerable knowledge of the principles and practices of public administration.
- Considerable knowledge of accounting principles and practices and knowledge of budget preparation, principles and procedures.
- Knowledge of administrative principles and practices
- Ability to prepare a variety of accounting/financial documents/reports.
- Ability to prepare, present and interpret financial data.
- Ability to read and correctly interpret complex laws, rules and regulations.
- Ability to prepare and deliver effective reports, both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to detect operational weakness and design effective remedial action.
- Ability to develop and install administrative procedures and evaluate their effectiveness.
- Ability to exercise judgment and discretion in interpreting and applying departmental policies, rules and regulations.
- Ability to arrange and run meetings.

P:jobspecs.union/fin.admin.op.spec.jobspec

Source: Job Description (1996)