

Specification for Class of

FISCAL TECHNICIAN TRAINEE

Abolished Effective February 10, 2006

Definition: Trains in the performance of a variety of payroll or fiscal record keeping tasks for a manual or automated bookkeeping system.

Distinguishing Characteristics: This class is designated as the training level for the Fiscal Technician series. Under close supervision, duties of the journey levels of the series are assigned and taught.

Typical Work

Assists in record posting and preparation;

Learns to process field orders, vouchers and vendor payments;

Assists in general fiscal office duties; and learns such procedures as warrant processing, accounts payable or receivable processing, computer terminal operation, maintenance of bookkeeping records and general payroll preparation;

Performs general office duties such as typing and filing;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: modern office practices and methods; use of adding machine and common office appliances; commercial arithmetic and filing systems.

Ability to: write and transcribe figures neatly and legibly; communicate effectively; process large amounts of data accurately.

Desirable Qualifications:

One year of clerical experience.

One year of college, vocational, technical or business school training may be substituted for experience.

FISCAL TECHNICIAN TRAINEE

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Note: Following completion of a minimum of one year of training and successful completion of a qualifying examination, employees in these positions shall advance to the applicable journey level class of Fiscal Technician.

New class effective April 1, 1982

Revised minimum qualifications (changed to desirable) effective:
March 15, 2002.