


Maryland Judiciary Job Description

	Official Title	Fiscal Clerk
	Job Code	6118
	Business Title	Fiscal Clerk
	FLSA Status	Non-Exempt

POSITION SUMMARY

This is a clerical position performing accounting functions in court operations. Fiscal Clerks are responsible for reviewing and verifying the work of cashiers and for recording, processing, maintaining and reconciling financial transactions to include, but not limited to, deferred payments, bond forfeitures, bad checks, revenue refunds, and CD or transcript requests. Work is performed under moderate 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.

- 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 comparisons and develops procedures to increase consistency in the data.
- Creates, updates, and implements automated spreadsheets, ledgers, and reports using accounting software packages.
- Prepares the daily general fund deposit.
- Reconciles tapes; verifies checks, cash, and credit card payments.
- Prepares certificate of deposits and bank slips; records escrow payments.
- Processes daily receipts for transmittal to AOC.
- Reviews and maintains record logs for returned checks.
- Reconciles agency credit card payments with funds received by AOC.
- Processes overdue accounts and submits to Central Collection Unit.
- Coordinates with Administrative Head on disbursements of escrow accounts for court costs not paid.
- Applies STARS payments received from Parole & Probation and Central Collection Unit.
- Maintains ledgers.

MINIMUM QUALIFICATIONS

Education and Experience

Maryland Judiciary Job Description

- High school diploma (or GED equivalent).
- Two (2) years of fiscal or accounting work experience.

Note:

- A Bachelor's Degree may substitute the required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute the 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.

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.

Ability to:

- Acquire knowledge of Maryland Judiciary procedures, rules, practices, regulations, and jurisdictional courts.
- Learn and 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.
- Interpret, apply, and follow a variety of written or verbal instructions.
- Establish and maintain effective working relationships with other employees, superiors, and/or the general public.

Maryland Judiciary Job Description

- 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.

SUPERVISORY RESPONSIBILITIES

This position does not have formal supervisory responsibilities over other employees.

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:	June 2016
Dates revised:	January 2020; October 2020