

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JULY 15, 2015
CLOSING DATE: JULY 28, 2015

DEPARTMENT: Public Fiduciary

POSITION: Public Fiduciary Finance Specialist

LOCATION: Globe

JOB CODE: 15-064

ANNUAL SALARY: \$28,321.00-\$30,445.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to maximize the estate, and ensure the well-being, of Public Fiduciary wards. This position provides complex case management services and accounting duties that involve maintaining specialized financial records.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Prepares written correspondence to outside vendors; negotiates to reduce debts owed by clients; analyzes and maintains accounting records; submits reports and documentation relating to IRS and Social Security Administration; prepares checks.	30%
• Prepares payment plan schedules and reviews for accuracy and compliance, monitors trust account balances held by care facilities and determines whether appropriate expenditures were made; provides backup for accounts payable	20%
• Interprets Court Orders and collects or reimburses funds as ordered; interprets state statutes and tracks new legislation, applying relevant changes to Public Fiduciary; tracks client inventory values and submits reports for County Liability records; testifies in Court, if necessary.	20%
• Develops and implements case management plans in order to meet client needs; conducts residential client visitations and monitors client residential placements for proper level of services; schedules and transports clients to appointments (medical and psychiatric), locates and secures housing, food, and clothing for clients.	10%
• Maintains case records in compliance with Supreme Court regulations and performs case studies to assess problems and present alternative solutions. Prepares reports and makes recommendations regarding assigned cases and their disposition; interprets and explains program rules and responsibilities to clients and the general public.	10%
• Prepares and revises client inventories and spending plans; consults with mortuaries and coordinates burial arrangements.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position gives presentations or speeches.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, formal letters, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Consistently (More than 40% but less than 55% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years bookkeeping experience and in a social services environment; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

Must obtain Licensed Fiduciary through Arizona Supreme Court Certification Unit, after three (3) years direct training under Public Fiduciary.

KNOWLEDGE REQUIRED

Finance, accounting, bookkeeping, federal, state, and local laws, regulations, statutes, case management - public fiduciary, banking.

SKILLS REQUIRED

Communicating diplomatically, customer service, problem recognition, problem solving, analytical thinking, developing alternative solutions, time management, critical thinking. Performing a variety of bookkeeping activities; providing fiduciary assistance and performing a variety of case management activities; preparing clear, concise and accurate correspondence, reports and other documents and written materials; using initiative and independent judgment within general policy guidelines; dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

ABILITIES REQUIRED

Focus, consider options, risks, and benefits, imagine outcomes of particular actions, recognize problems, generate fluent new and useful ideas. Monitor and track client funds; coordinate payment of client bills; monitor trust accounts; assist with bank reconciliation; maintain client fee schedules; prepare treasurer receipts and annual accountings; assist with developing and implementing case management plans; conduct client visits, investigations and inventories; maintain client documentation for legal record; locate and secure housing and necessities for clients; perform general office duties; communicate effectively and follow verbal/written instructions.

PHYSICAL DEMANDS

- Regularly stands to attend to customers; rarely stands to perform custodian work.
- Regularly sits to complete report, operate computers, attend to other duties; routinely sits to complete a program; rarely sits to operate special equipment.
- Routinely lifts under 10 lbs.; rarely lifts up to 25 lb., and up to 50 lbs.
- Routinely requires dexterity for keyboard operation; rarely requires dexterity for special gadgets, and special machines.
- Incumbents in this position may be required to occasionally bend, kneel, and twist.

WORK ENVIRONMENT

This position generally works in an office environment. Incumbents in this position may occasionally spend time in classroom(s), outdoor areas, and in an automobile; rarely spend time in lobby environment.

SAFETY RISK EXPOSURE

On rare occasions, incumbents in this position may become exposed to telephone verbal abuse by customers or citizens, physical danger, mechanical hazards, chemical hazards, electrical hazards, bloodborne pathogen, communicable diseases, fire hazards, explosives, respiratory hazards, extreme temperature, noise and vibration, wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Incumbents in this position may on rare occasions require the use of safety equipment, biosafety gear, and eye protection devices.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.