

## **SHERIFF'S FISCAL OFFICER**

### **DEFINITION**

Under direction of the Sheriff, the Sheriff's Fiscal Officer assumes responsibility for fiscal management and auditing of diverse programmatic functions and of the complex, multi-source, budget(s). The incumbent prepares the annual budget(s) and monitors the monthly revenue and spending patterns of the Sheriff's Department. This position supports management with productivity and fiscal reports; performs cost accounting and/or oversees preparation of cost reports; develops financial specifications for RFP's, and negotiates and assists in monitoring contracts. Furthermore, the Sheriff's Fiscal Officer oversees the management of information systems in conjunction with the IT Department. The position supervises and evaluates the work of the fiscal and administrative staff within the Sheriff's Department. Provides front counter duties of a sensitive nature interacting with both the public, other law enforcement agencies, and County Departments; assists the public or other County staff with in accordance with appropriate laws and requirements specialized department procedures and release of information. The incumbent may also serve as a resource to other departments by helping to coordinate and evaluate financial operations and does other related work as required.

### **REPORTS TO**

Undersheriff

### **CLASSIFICATIONS SUPERVISED**

This classification exercises direct supervision over fiscal and administrative staff.

### **EXAMPLES OF DUTIES**

- Assumes responsibility for fiscal operations of the Sheriff's Department.
- Develops fiscal policies and procedures for the Sheriff's Department and insures they are consistent with County policies.
- Establishes and maintains internal accounting controls for the Sheriff's Department.
- Performs cost accounting, cost allocations, and cost reports for covered programs and departments.
- Prepares the annual Sheriff's Department budget(s) in collaboration with the Sheriff and Undersheriff; monitors the budget(s) on a monthly basis and keeps the Sheriff and Undersheriff informed on the status of revenue and expenses.
- Prepares deposits from permit receipts, tracking revenues and posting revenue to appropriate accounts.
- Gathers supporting documentation for budget changes and new requests.
- Responsible for preparation of department payroll.
- Serves as a liaison for the Sheriff's Department with other organizations and

outside agencies related to funding and fiscal matters.

- Serves as department liaison with the County Auditor's Office, Outside Auditors, State Auditors and Federal Auditors.
- Processes and updates required annual required registrations for sex offenders as well as individuals convicted of arson and narcotics crimes.
- Maintains accurate and complete records for receipts and disbursements of moneys and other funds deposited to the Sheriff's trust account by posting, checking, balancing, and adjusting accounts and keeping subsidiary ledgers.
- Processes documents after inmates are booked into the County Jail or other detention facility; obtains information from appropriate documents and files; completes arrest registers; receives and receipts monies for bail.
- Checks identification and follows procedures for admitting vendors to detention facilities; operates central control panel to allow staff and other authorized individuals access to secure areas of detention facility.
- Greets office visitors and answers the telephone, provides information and refers calls and visitors to others; provides specialized public assistance regarding law enforcement records, visitations, and other departmental processes.
- Oversees the accounts payable, cash management, budget modification, special funding reimbursement programs, invoicing, and financial assessment processes.
- Assists the Sheriff and Undersheriff in negotiating and preparing Requests for Proposals, contracts, and contract amendments.
- Performs Sheriff's Department grant administration duties, identifies grant opportunities, completes applications, compiles budgets and monitors grant activities to ensure compliance with program fiscal and operational requirements.
- Prepares and submits activity reports and reports required by other government agencies.
- Maintains, prepares, and submits payroll documents and records.
- Oversees the information management activities in the Sheriff's Department; serves as department liaison on new technology issues and projects.
- Prepares purchasing documents and facilitates purchasing procedures for the department(s) or unit(s).
- Prepares various management reports to assist in making operational decisions regarding productivity, budget, etc.
- Composes and compiles correspondence, informational material, and documents.
- Operates computers to maintain and update files and databases; generates computer reports.
- Assumes responsibility for day-to-day office administrative work, functions, and services through scheduling and coordinating Sheriff's Department staff under assigned direct supervision.
- Performs related duties as required.
- Monitors and assesses department programs, services and operations for financial effectiveness and operational efficiency; provides recommendations concerning the development and implementation of programs, policies and procedures to enhance the financial effectiveness.
- Maintains current knowledge of laws, codes, rules, regulations and pending

legislation related to department operations.

## **ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

- County policies, rules, and regulations.
- Operations, services, rules, policies, and procedures of the Sheriff's Department.
- Applicable state guidelines and regulations relating to the operations and management of the Sheriff's Department.
- Operations, services and activities of a law enforcement agency.
- Methods, practices, and procedures of law enforcement recordkeeping.
- Policies, laws, rules, and regulations applicable to the release of law enforcement records.
- Operational characteristics of assigned equipment including Live Scan fingerprinting equipment.
- Principles and practices of customer service.
- Policies and procedures of the work area(s) where assigned in the Sheriff's department.
- Principles and practices of budget development administration and control.
- Principles and practices of grant development and administration.
- Fiscal analysis and statistical techniques.
- Software applications related to fiscal work.
- Methods and techniques of establishing and maintaining filing and information retrieval systems.
- Purchasing methods and procedures.
- Principles and practices of account and statistical recordkeeping.
- Personnel Principles of supervision, training, and performance evaluation.
- Principles and practices, rules and regulations of general accounting.
- Rules on confidentiality of records and file maintenance.
- Methods and techniques of preparing financial reports, statements and records.
- Methods and techniques of evaluating and auditing programs.

### **Ability to:**

- Perform a wide variety of complex and specialized fiscal support work for a major county department.
- Perform governmental cost accounting and budgeting duties.
- Supervise, train, and evaluate the work of assigned staff.
- Delegate assignments to lower level staff.
- Develop and implement financial controls and administrative processes.
- Interpret, explain, and apply a variety of County and Department policies, rules, and regulations.
- Work with considerable initiative and independence while exercising good judgment in recognizing scope of authority.
- Exercise significant responsibility in the development, maintenance, and control of the Department's fiscal operations.

- Gather, organize, analyze, and present a variety of financial data and information. Be able to communicate the information to the Director, special committees and the other interested parties.
- Prepare, clear, concise and accurate financial records and reports.
- Use a personal computer and appropriate software for word processing, recordkeeping, and fiscal functions.
- Effectively represent the County and the Department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform a variety of specialized law enforcement recordkeeping assignments.
- Provide technical support for an assigned area of the Sheriff's Department.
- Assist with the preparation and release of specialized and confidential reports and the maintenance of confidential records.
- Tactfully and courteously provide a variety of public assistance of a sensitive and confidential nature.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machines.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; contact with staff and the public.

**TRAINING AND EXPERIENCE:** Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Education:**

A Bachelor's Degree in accounting, finance, business administration, or related field from an accredited college or university required.

#### **Experience:**

Three (3) years of increasingly responsible experience performing a variety of complex fiscal duties and administrative office technical support responsibilities, including at least one (1) year in a supervisory position-

Two years of the required experience is preferred in the area of government accounting

or a closely related field.

**Special Requirements:**

Possession of an appropriate, current, and valid California Driver's License issued by the Department of Motor Vehicles.

Ability to pass extensive criminal background.

Employees in this classification must be able to work in a paramilitary environment.