



OHIO  
CLASSIFICATION  
SPECIFICATION

Developed for Equal Opportunity

CLASS TITLE:

Fiscal Officer 1

CODE:

66531 C

MAJOR AGENCIES:

County Offices, Universities

JURISDICTION:

County, Univ.

FUNCTION: direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment."

- PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	9-19	Prepares & maintains &/or oversees preparation & maintenance of records, reports, studies &/or correspondence related to fiscal activities & operations (e.g., financial statements, funding information, progress reports, inventory reports, financial status information, correspondence responding to inquiries of vendors; records regarding usage of copy machine, employee vacation & sick time records, employee retirement records, fiscal analyses, cost forecasts, layoff information, narrative reports including analyses of project salaries & program costs, quarterly claim reports to federal agency for program expenditure & collections).	Knowledge of 1*, 2, 3, 4, 5, 6, 7, 9*; skill in 10; ability to 11, 12, 13, (14) gather, collate, classify information about data, people or things.
3	5-15	Advises supervisor &/or other administrative staff (e.g., department heads) on fiscal &/or budgetary matters, procedures or problems (e.g., assists in program direction, interprets applicable regulations, policies or rules) & performs various fiscal or non-fiscal related miscellaneous tasks (e.g., represents agency or division at fiscal conferences, seminars or meetings with state & federal agency representatives; interviews prospective employees; assumes responsibilities of supervisor in his/her absence; answers telephone calls &/or transfers to appropriate parties; oversees maintenance of office equipment; processes vehicle accident claims; acts as consultant to recipients of project or grant funds with reference to fiscal or accounting problems; negotiates with local officials or other agencies regarding financial arrangements, grant applications).	Knowledge of 1*, 3, 4, 5, 6, 7, 9*, (15) public relations; ability to 11, 14, (16) interview job applicants effectively.

\*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: (including license, if any.)

TRAINING &amp; DEVELOPMENT:

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