

**CITY OF STUART  
JOB DESCRIPTION**

**Title: FISCAL ASSISTANT I**

**Department: Police**

**Job Code: 6080**

**Grade: 1109**

**Exempt Status: Non-exempt**

**CHARACTERISTICS OF THE CLASS**

Under general supervision of the Information Systems Coordinator, persons in this class are responsible for various complex and technical reports germane to the department. Incumbent performs various department bookkeeping and special clerical functions, handles varying amounts of currency and must maintain accurate and current records. Persons in this class will have frequent exposure to the general public, and it is essential they are able to maintain a professional demeanor. Work is reviewed through written reports and oral conferences by superior for adherence to established policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Generates specific divisional statistical reports utilizing the technical Crystal Reports program.
2. Responsible for ensuring all criminal reports are properly coded according to Uniform Crime Report requirements prior to transmission to state and federal government agencies.
3. Responsible for petty cash transactions and daily working with the general public, involving but not limited to, traffic fines before transmitting funds to appropriate department.
4. Prepares monthly off-duty police officers' detail report log, assures billing and payment process is accurate and current.
5. Transcribe and monitors reports from Digital Dictation System according to UCR guidelines.
6. Maintains paper and electronic filing system of diversified and numerous documents including updates of Records Division Procedural Guidelines.

**Fiscal Assistant I Police - continued**

7. Handles all divisional clerical duties including daily mail, distributing inventories, requisitions, telephone inquiries and department visitors.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma or GED; supplemented by two years responsible professional work experience, including use of computers and standard software applications; public contact; monetary transactions, or an equivalent combination of training and experience.

**B. Knowledge, Abilities and Skills:**

Knowledge and application of business English and arithmetic and modern office terminology, methods, practices and procedures.

Knowledge of departmental and municipal rules, regulations, policies and procedures.

Ability to understand, follow and communicate complex oral and written instructions, policies, and procedures.

Ability to establish and maintain effective working relationships with fellow employees, superiors, and the general public.

Ability to establish and maintain complex and technical records.

Ability to accurately record cash and check transactions.

Skill in the operation of modern office equipment.

**Fiscal Assistant I Police - continued**

**C. Physical Requirements:**

Task involves some physical effort with frequent standing, sitting and walking, occasional bending, stooping, stretching, squatting with some lifting and carrying objects of moderate weight (30 pounds); and standard dexterity in the use of fingers, hands, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

**D. Environmental Requirements:**

Task is regularly performed without exposure to adverse environmental conditions; perform in confined space.

**E. Sensory Requirements:**

Task requires sound perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communication ability.  
Task requires color perception and discrimination  
Task requires texture perception and discrimination.

Fiscal Assistant I Police - continued

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Police Chief

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee