



**SUPERIOR COURT OF CALIFORNIA,
COUNTY OF SAN JOAQUIN IS NOW
ACCEPTING APPLICATIONS FOR:**

Fiscal Services Technician

\$57,368 - \$69,747 per year

Application Deadline:

The recruitment will close on Friday,
May 7, 2021, at 11:59 p.m.

[APPLY HERE](#)



CAREER OPPORTUNITY:

The Superior Court of California, County of San Joaquin is now accepting applications for Fiscal Services Technician. This position performs a variety of routine to complex technical, accounting, and administrative support duties in the preparation, maintenance, processing, and summarizing of a variety of transactions; posts, balances, adjusts, and maintains accounting and financial records including deposits, disbursements, account reconciliations, and other accounting support activities; and performs related work as required. This position receives general supervision from the Business Services Manager, and does not supervise staff.

This is a journey-level class that performs the full range of routine to complex administrative support and technical duties in the Court's Fiscal Services Department. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Accountant in that the latter performs professional level accounting and record-keeping work with a higher level of complexity and difficulty in assigned accounting/finance areas and requires the completion of a four-year degree.



OUR MISSION:

The San Joaquin Superior Court shall resolve disputes and address problems applying the rule of law in a fair, equal, consistent, efficient, timely, and understandable manner with integrity and professionalism. The Court shall promote public confidence and provide user-friendly, customer oriented services and treat all people with respect and dignity in a safe and secure environment.

SAN JOAQUIN COUNTY

The County of San Joaquin (population of approximately 773,000) was incorporated in 1850 at the time of California's original statehood. The county includes the cities of Stockton, Lodi, Tracy, Manteca among others, and offers tremendous opportunities for recreational adventures, and exceptional schools and institutions of higher education including the University of the Pacific, a campus of the California State University Stanislaus, San Joaquin Delta College and Humphreys College Laurence Drivon School of Law. Stockton has a large port entry, marina and several waterways along the Delta. San Joaquin is also home to many wineries, including several in the Lodi area.

ABOUT THE COURT AND SAN JOAQUIN COUNTY

The Court has 30 judges and 4 commissioners, and participates in 12 different collaborative justice programs. The annual operating budget is approximately \$49.4 million for FY 2019-2020. The Court employs approximately 325 staff including full-time, part-time and contract. There are seven current courthouse locations; 2 in Stockton, 1 in French Camp, 2 in Lodi, 1 in Manteca, and 1 in Tracy. The Court utilizes a single case management system for all case types and submits data electronically to DMV, DOJ and JBSIS. There were over 116,000 filings in the fiscal year 2018-2019. In May 2020, the Court deployed e-filing for Civil, Family Law, Criminal, Probate, and Small Claims case types. For additional information about the Court, visit the website at <https://www.sjcourts.org>.

BENEFITS

■ Medical/Dental/Vision

The Court pays 100% of Employee Only coverage for medical, and 80% of Employee + 1 and Employee + family coverage for medical (Kaiser or Sutter Health Plus). The Court pays 100% of the employee-only premium for dental (Delta Dental) and vision (VSP).

■ Leave Accruals

Sick: 12 sick days per year with no cap on accumulation.

Vacation: 10 days first year, and progresses up to 25 days based upon length of service

Holidays: 13 paid holidays per year and 2 floating holidays.

■ Retirement Membership in the San Joaquin County Employees' Retirement Association (SJCEA)

2% @ 62 (PEPRA – Tier II) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 and 1/2 (General-Tier I) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Deferred Compensation

The Court offers optional programs for employee participation (457 plan).

■ Life Insurance & AD&D

Court paid \$25,000 after the first year of service.

■ Employee Paid Parking

Court pays the actual cost up to \$85 per month.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by the completion of thirty (30) semester units from an accredited college or university in accounting or related courses and three (3) years of bookkeeping or accounting experience.

KNOWLEDGE OF:

- Terminology and practices of financial and account document processing and record keeping and general accounting practices and procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, as well as policies, procedures, and objectives relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business arithmetic, statistical and basic financial techniques.
- Financial and statistical record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and computer applications related to work, including word processing and spreadsheet software.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Court staff.

ABILITY TO:

- Perform detailed and complex account and financial office support work accurately and in a timely manner.
- Train and provide work direction and guidance to others as directed.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, apply, and explain applicable policies and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs, 10-key calculator by touch, copier/scanner, printer, fax machine, currency and coin counters, cash register, and bankcard systems.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

APPLICATION PROCESS:

Applicants may apply [on-line](#) or by submitting [a hard copy employment application](#) to the Human Resources Department at the address below. Incomplete applications will not be accepted, and [Electronic submittals](#) are preferred. The recruitment will close on Friday, May 7, 2021, at 11:59 p.m.

Superior Court of California County of San Joaquin – Attention: Human Resources Department-13th Floor. 180 E Weber Avenue, Suite 1301 A, Stockton, CA 95202

FISCAL SERVICES TECHNICIAN SUPPLEMENTAL QUESTIONNAIRE

1. Have you completed at least thirty (30) semester units from an accredited college or university in accounting or related field? If yes, please attach your degree and/or transcripts.
2. Describe your bookkeeping and accounting experience.

[**APPLY HERE**](#)

SELECTION PROCESS:

The selection process is confidential. Applications received before the deadline will be evaluated to determine if the candidate meets the minimum qualifications. The Court will only interview the candidates that best meet the needs of the Court. Successful candidates may be asked to return for a second interview. Offers of employment are conditional upon successful completion of a pre-employment live scan clearance. All applicants will be notified by e-mail following application review.



The Superior Court of California, County of San Joaquin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department upon submittal of the application. Medical disability verification may be required prior to accommodation.