



**SUPERIOR COURT**  
COUNTY OF MADERA, STATE OF CALIFORNIA  
ANNOUNCEMENT OF EXAMINATION

**FINANCIAL ANALYST**  
**Monthly Salary: \$3300 - \$4011**

*The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.*

**Final Filing Deadline: March 8, 2013**

Under general direction, to perform and assist in a wide variety of responsible budgetary, financial, administrative, and analytical support duties; to process invoices and claims for payment; to track grant information and billing; to perform a variety of office support functions; and to do related work as required.

**SUPERVISION EXERCISED:**

May exercise functional supervision over lower level staff.

**IMPORTANT AND ESSENTIAL DUTIES:**

- Provides administrative support in assisting the Chief Financial Officer and Court Administration with the financial activities of the Court.
- Performs a broad range of tasks and special projects as assigned.
- Performs a variety of assigned duties including purchasing, data processing, or other specialized programs.
- Assists in the planning and organization of the fiscal operations and functions of the court including, but not limited to, statistical research and analysis, budget preparation, financial planning, audits, processing and balancing of financial documents, preparation of accounts payable/receivable and transfers between accounts, purchasing, revenue accounting and collections.
- Compiles information from various sources for reports for Court Administration and the Administrative Office of the Courts.
- Enters payroll data on spreadsheets and post to SAP.
- Tracks and prepares prison reimbursement packets.
- Tracks grant information and billing.
- Processes invoices and claims for payment.
- Obtains bids for purchases.
- Maintains records of all fixed assets.
- Prepares deposits.
- Processes signed orders and claims for payment for Court Appointed Counsel.
- Assist in mail processing and distribution.
- Performs general secretarial duties
- Utilizes a personal computer, various software programs and office equipment.

**OTHER JOB RELATED DUTIES:**

Performs related duties and responsibilities as directed.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS:**

**Knowledge of:**

Principles and practices related to assigned programs such as, but not limited to, purchasing, finance, budgeting, personnel and other related programs.

Principles and procedures of financial, statistical, and administrative record keeping.

Research and reporting methods, techniques, and procedures.

Sources of information related to a broad range of programs, services and functions related to area of assignments.

Functions and operations of the assigned office.

Office methods, procedures, and equipment, including filing systems, receptionist and telephone techniques.

Theory, principles, and practices of accounting and auditing.

Principles of letter and report writing.

Basic mathematical principles.

English usage, spelling, grammar, and punctuation.

**Skill to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Interpret Court policies and procedures.

Perform administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.

Prepare and audit claims for payment.

Perform a variety of office assistance assignments with limited guidance and supervision.

Prepare clear and concise correspondence and reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive, effective and harmonious working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

Requires two years of responsible administrative and analytical experience involving the collections, compilation, and analysis of financial, budgetary, or administrative data **AND** a Bachelor's degree from an accredited university or college with major course work in public administration, business management, finance administration, or a related field **OR** four years of responsible administrative and analytical experience involving the collections, compilation, and analysis of financial, budgetary, or administrative data **AND** an Associate

Arts degree from an accredited university or college with major course work in public administration, business management, finance administration, or a related field. Additional qualifying experience may be substituted for the desired education on a year-for-year basis.

**LICENSE OR CERTIFICATE:**

Possession of, or ability to obtain, an appropriate, valid driver's license or must be able to provide self-arranged transportation.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical skills and work environment:* Ability to work in a standard office environment and some ability to travel to different sites and locations.

**PHYSICAL EXAMINATION REQUIREMENTS:**

As a condition of employment with Madera County Superior Court, a candidate may be required to complete a review of medical history and employment examination given by the Madera County Health Department and/or health care professional designated by Madera County Superior Court.

**BACKGROUND CHECK REQUIREMENTS:**

The final candidate will be required to submit to Live Scan Fingerprinting as a condition of employment should an offer be made. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States.

**EMPLOYEE BENEFITS:**

Benefits with Madera County Superior Court includes paid holidays and 1 sick leave day per month (unlimited accrual); 2 weeks paid vacation after 1 year; vacation accruals increasing thereafter with years of service (45 days maximum accrual); membership in the California Public Employees' Retirement System (CalPERS), with an enhanced 2.7% @ 55 retirement benefit formula or 2% @ 62 retirement benefit formula based upon the individuals established eligibility; participates in the CalPERS Health Benefit Program; certain selected health plans, the Superior Court pays 100% of health insurance premium for employee and 50% for either two-party or family coverage; additional merit based longevity pay after 10, 15, 20, 25 and 30 years of service.

**EXAMINATION PROCESS:**

A qualifications examination for the purpose of appraising the candidate's education, experience, and personal qualifications will be scheduled for those candidates who meet the minimum qualifications, and may be administered either by a written examination, oral interview, evaluation of education and experience, or any combination of qualifications appraisal determined by the Superior Court Personnel Division to be appropriate. The Personnel Division may limit the number of qualified applicants eligible to participate in the examination process. The Superior Court Personnel Division will make reasonable accommodations in the examination process for disabled applicants. Madera County Superior Court does not discriminate on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sexual orientation, sex, or age in any of its programs or activities.

**FINANCIAL ANALYST**  
**Monthly Salary: \$3300 - \$4011**

*The individual hired for this position will be subject to a Furlough Program which will result in the reduction of the advertised salary.*

**FINAL FILING DATE:**  
**March 8, 2013 no later than 12:00 noon**

**APPLICATION PROCESS:**

Please review the [Application Guidelines](#) for requirements. An official application is required to apply. A resume may be included with the application but will not be accepted in lieu of an official application. An application may be obtained by accessing the Madera Superior Court website at [www.madera.courts.ca.gov](http://www.madera.courts.ca.gov) or by visiting the Madera Superior Courts Human Resources Division. Office hours are: Monday - Friday, 8:00 am – 5:00 pm.

**MAILED APPLICATIONS:**

If an application is mailed, it must be received by the final closing date and time indicated. An application may be mailed to:

**Madera Superior Court**  
**Human Resources Division**  
**209 W. Yosemite Avenue, Madera, Ca 93637**

**NOTE:**

Postmarks, emails and faxes are not accepted.

**ADA ACCOMMODATIONS:**

If you are a person with a disability and in need of accommodations during your interview, please contact our office at (559) 661-5197.

THE PROVISIONS OF THIS JOB BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT. THE MADERA COUNTY SUPERIOR COURT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN. SUCH REVISIONS WILL BE IN ACCORDANCE WITH MADERA COUNTY SUPERIOR COURT PERSONNEL POLICIES AND STANDARDS. QUESTIONS REGARDING THIS ANNOUNCEMENT MAY BE DIRECTED TO THE MADERA COUNTY SUPERIOR COURT, HUMAN RESOURCES DIVISION.