

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION:	Fiscal Specialist
CLASSIFICATION/ SALARY RANGE:	Unclassified/Non-Exempt \$51,750.40 – \$70,782.40
DURATION OF EMPLOYMENT:	Full-time employment following successful completion of 180-day probationary period
JOB DESCRIPTION AND QUALIFICATIONS:	SEE ATTACHMENT
PRE-EMPLOYMENT TESTING REQUIREMENTS:	Criminal Background Check; Social Media; Drug and Alcohol Testing
APPLICATION:	Letter of Interest and Resume must be sent via email in word/pdf format to: hr@summitcpcourt.com
POSTING DATE:	Applications accepted beginning June 20, 2025. Position open until filled.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT

An Equal Opportunity Employer

POSITION TITLE:	Fiscal Specialist	GRADE:	22
DEPARTMENT:	Court Executive Office	CLASSIFICATION:	Non-Exempt
	General Division		Unclassified
REPORTS TO:	Director of Finance	PAGE:	1 of 4

POSITION SUMMARY:

Under general direction, handles professional work related to the financial and accounting functions of the court; including ensuring compliance with the appropriate County of Summit guidelines and the policies and procedures of the General Division. Handles finance duties including, but not limited to: accounts payable, accounts receivable, signature management, vendor maintenance, grant transactions and procurement. Assists in the preparation of budgets as requested for the General Division. Performs other related duties as required and will be cross-trained to assist with other department duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position and are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

1. Reviews and enters day-to-day financial transactions, including all accounts receivable and accounts payable.
2. Assists Director of Finance with preparation of annual operating budget, grant appropriations, capital budget, staffing report and associated reports/documents.
3. Provides data for periodic revenue and expense forecasts for the department, including grants.
4. Supports internal and external audit processes by maintaining required documentation and assisting in audit responses and corrective actions.
5. Assists departmental staff/divisions with preparation of financial portion of loan applications and grant applications.
6. Relays information on periodic journal entries, chargebacks and other transaction corrections/adjustments.
7. Identifies trends or issues regarding financial abnormalities and/or budgetary concerns and advise the Director of Finance on any potential budgetary impacts.
8. Works closely with leadership to move towards a paperless financial process.
9. Monitors grant expenditures for compliance with funder guidelines and prepares periodic grant reports and closeout documentation in collaboration with grant administrator(s).
10. Coordinates with program staff, vendors and external agencies to resolve financial discrepancies and ensure timely processing of transactions.
11. Manages or assists with procurement duties including vendor onboarding, contract tracking and compliance with purchasing policies.
12. May be required to identify trends or discrepancies in expenditures and advise the Director of Finance and departmental leadership on potential budgetary impacts.

Date Adopted:

Date Revised: 6/18/2025

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13. Coordinates the procurement and distribution of goods and services for Specialty Courts, General Division, and Adult Probation.
14. Handles travel arrangements for General Division Judges and employees; abides by applicable travel policies relating to training and travel; tracks travel, dues and memberships for General Division Judges and employees; utilizes procurement card to process payment for travel, dues and memberships.
15. Participates in training opportunities, court activities, projects, and other committees as requested or required.
16. Performs related clerical duties (e.g., filing, copying, etc.); answers telephone and in-person inquiries, opens and distributes mail, and performs other duties as assigned.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge and abilities listed below:

Required Qualifications: Completion of a two (2) year degree (bachelor's degree preferred) in business, accounting, finance or other related discipline, or equivalent training and/or experience in a discipline required to perform the essential functions of the position including any applicable certifications, licenses as required by Federal, State and County law, regulations and guidelines plus have proven data entry, financial analysis and budgetary abilities.

Knowledge, Skills, and Abilities: Considerable knowledge of accounting, budgeting, auditing, and purchasing.
Knowledge of court structure and operations and governmental fiscal operations is helpful.

Requires the ability to use statistical analysis; prepare concise, accurate and meaningful reports; collect and retrieve data.

Experience with financial management systems (e.g. Tyler Munis) and advanced Excel skills preferred.

Requires the ability to communicate effectively, both verbally and in writing to establish positive public relations, and to interact effectively with vendors, co-workers, and the public.

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Requires the ability to work as an individual and as part of a team.

Requires a high level of competency using Microsoft Word, Outlook, and Excel and the ability to become proficient in managing databases.

Requires alertness and attention to detail to ensure accuracy when typing, filing and proofreading. Requires concentration when composing replies to routine inquiries.

SPECIAL REQUIREMENTS: This position is regularly exposed to sensitive information and the employee is expected to keep any such information strictly confidential.

**Physical
Ability:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls, and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

**Position
Type/Expected
Hours of
Work:**

This is a full-time position, and regular hours of work and days are Monday through Friday 8:00 a.m. – 4:00 p.m.; however, this position may require some evening and weekend work

ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Fiscal Specialist

Date

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Administrative Judge

Date