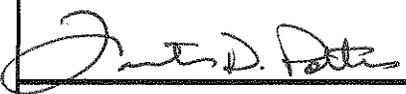


POSITION DESCRIPTION		AGENCY/DEPT ID DAS102310
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Central Service Agency	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005446 JOB TITLE Fiscal Specialist 1 JOB CODE 66531 ADD 3-11-10 vnr	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fiscal Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20074018 Fiscal Officer 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit <u>14</u> PR <u>30</u> Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Prepares, analyzes & maintains budgetary & payroll related reports and projections; prepares documents to transfer and allot funds when necessary.	Knowledge of 1, 2, 3*, 4, 5, 6*. Skill in 7*. Ability to 8, 9, 10, 11, 12, 13, 14, 15.	
	10	Performs variety of clerical & fiscal tasks to facilitate operational efficiency; maintains files, answers oral or written inquiries on payroll, benefits, purchasing & budgets; works on special fiscal projects assigned by supervisor; provides assigned back-up duties when required.	Knowledge of 1, 2, 3*, 4, 6*. Skill in 7*. Ability to 8, 9, 11, 12, 13, 14, 15.	
			*Developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3-10-10