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Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Fiscal/Accounting Technician I
CLASSIFICATION NUMBER: 101005*
DEPARTMENT (S): Recorder of Deeds

There is currently a Grade 4 Step 1 Full-Time S1 Fiscal Accounting Tech I open in the Recorder of Deeds Office. New hire hourly rate of pay is $15.75 at 35 hours per week.

The discretion of the Beaver County Board of Commissioners will determine when the position will be filled.

GENERAL DESCRIPTION OF DUTIES

Under direct supervision, the purpose of the position is to provide general administrative and routine bookkeeping functions for an assigned department or operating unit. Employees in this classification perform clerical accounting work. Position is responsible for data entry of accounting and financial information, verifying account information, balancing entries, preparing voucher and receipts and answering incoming telephone calls. Performs related work as directed.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Receives, processes and/or finalizes real estate documents for recording. Verifies that documents are legally recordable and calculates fees and transfer taxes. Ensures proper coding of documents and receipts through register. Receives, verifies, and/or reports revenues collected. Counts, balances, and totals all monies received and verifies against receipts, transaction records, or other documentation. Resolves any discrepancies with appropriate personnel. Credits appropriate funds and verifies fund information. Generates and distributes reports to appropriate personnel.

All documents are reviewed and if rejected provides follow up by telephone and written response to customer. Must review legal statutes, notary laws, realty transfer tax regulations, statement of value and changing legislation for proper performance of duties. Reviews subdivision, highway and bridge plans, swears in notaries, certifies documents and prepares documents for Veteran's office.

Scans newly recorded documents; prepares them for mailing or customer delivery; back scans historical documents for preservation; repairs and performs general-upkeep of the old books and records. Prepares mail for pickup and delivery. Compose, types, and/or prepares correspondence; creates spreadsheets, forms, and other documents. Prepares faxes, and/or documents for the public.

Greets the public, clients, outside agencies and other county staff as necessary. Must provide assistance and instruction to the public, attorneys, title searchers etc. in utilizing two computer systems. Recorder's search web site, and providing basic knowledge of searching records. Receives and screens incoming calls. Routes calls and/or takes messages as necessary. Answers questions from staff, outside agencies, the public or other individuals and provide information. Maintains effective communication with other departments. Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate degree Computers, Accounting or Business, or two (2) years previous experience. Knowledge of Microsoft Office (Excel Spreadsheet), Windows 10 and scanning equipment. Familiar with legal documents, accounts receivable, balancing, and register software. Able to type 55 words per minute. Extensive customer relations experience, must be able to multitask. Also, must be able to do date entry and verification. Testing will be done at the time of the interview for math, computer knowledge, and problem solving.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
Human Interaction: Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
Functional Reasoning: Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.
Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.
Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communication ability.
Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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