

NEW MEXICO JUDICIAL BRANCH
FINANCIAL SPECIALIST TECHNICIAN

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under supervision, performs basic accounting and bookkeeping functions. Incumbents in this classification perform work that may include, but is not limited to, posting payments to appropriate accounts; processing surety bonds; processing jury, witness, interpreter and court appointed attorney fees and payments.

QUALIFICATIONS

Education: Associate's degree in Public Administration, Business, Finance, Accounting or a related business field.

Education Substitution: Experience in bookkeeping or accounting may be substituted for required education at a rate of one year of experience equals 30 semester hours.

Experience: None.

Other: Completion of a post offer background check may be required.

Knowledge: Knowledge of generally accepted office and accounting practices and procedures; and office equipment including computers and software (i.e. accounting, word processing, spreadsheets and databases).

Ability to operate a computer using word processing and spreadsheet/financial management software; use a calculator; communicate effectively both orally and in writing; work under limited time constraints; maintain constant attention to detail; apply and ensure compliance with rules, regulations, policies and procedures related to fiscal matters; to establish and maintain cooperative working relationships; provide customer service; read case files to assess fees and understand court operations.

EXAMPLES OF WORK PERFORMED

Balance and reconcile daily cash payments and prepare deposits to the State Treasurer or various trust accounts; verify journal tapes from cash registers and cash received; post information to appropriate accounts in an automated accounting system; prepare daily deposit log; and reconcile agency financial reports to bank statements and to Department of Finance and Administration (DFA); receive, post, balance and disburse surety bonds in accordance with court orders; update case files for disposition of bonds and forfeiture hearings; receive process and transfer bonds to and from other counties, and to District court for Grand Jury indictments; file, verify and separate felony and misdemeanor surety bonds; research outstanding surety bonds for each bonding agent to exonerate disposal; prepare payment vouchers for court operations, attorney, interpreter, jury and witness fees for processing; receive, verify, post and distribute payment warrants; maintain a log of non-sufficient fund checks; mail

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information to collection agency for collection; review telephone, fax and copy machine invoices; maintain internal usage accounts and collect amount due from court divisions and/or individual employees; bill outside agencies for copy fees; greet customers at counter and answers telephone to assist court customers. **May** assign interpreters to appropriate court location; oversee and process child support payments; set up new accounts; receive and verify payments; ensure that payments meet established court guidelines; audit/verify daily bank deposits and cash received by other employees; order supplies; verify and/or prepare purchase orders, payment vouchers and encumbrances; oversee maintenance of office equipment; maintain inventory of supplies and/or fixed assets; prepare orientation packets; provide new employee orientation; maintain time sheets; prepare personnel action forms; maintain employee personnel and leave records; and distribute payroll warrants.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee **may** expect to encounter in performing tasks assigned to this job.

Work is performed in an often fast paced and stressful work environment in an office or court setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires frequent use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to move, lift, pull and carry up to 25 pounds, work overtime and flexible work hours including weekends and holidays and travel occasionally.

The employee may be required to sit or stand for long periods of time, and exposed to fluctuating building temperatures.