



PORTAGE COUNTY

Court of Common Pleas

Probate/Juvenile Division

JOB OPPORTUNITY

Portage County is an Equal
Opportunity Employer (EOE)

Position: Fiscal Officer

Reports to: Court Administrator

Location: 203 W. Main Street, Ravenna, OH 44266

Salary Range: \$43,000 - \$48,000

Classification: Unclassified / Exempt
Serving at the pleasure of the Judge

Deadline to Apply: Applications will be
accepted until the position is filled

POSITION SUMMARY

The Fiscal Officer plays a pivotal role in performing a variety of routine and non-routine personnel, payroll, purchasing, fiscal, and administrative tasks for the Court of Common Pleas, Probate/Juvenile Division, ensuring compliance with applicable laws, regulations, and court policies regarding budgeting, accounting, and financial reporting.

KEY RESPONSIBILITIES

- Prepares and monitors payroll and payroll changes.
- Maintains personnel, payroll, and leave records and ensures such records are consistent with payroll register.
- Provides Judge and employees with information about employment benefits and assists with the open enrollment process for benefits.
- Assists with the on-boarding of new employees and the completion of new hire paperwork.
- Prepares entries for hiring, promotion, and merit increases.
- Serves as liaison with other county and state departments in personnel, payroll, and fiscal matters.
- Processes and monitors purchases and expenditures, assists with developing and entering the Common Pleas, Probate/Juvenile Division budget, and prepares reports for the Judge's financial disclosure statements.
- Orders, maintains, and distributes office supplies to the court.
- Schedules Judge and staff for Continuing Legal Education (C.L.E.) seminars.
- Makes travel and lodging arrangements and prepares expense vouchers for Judge and court staff.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

- Must possess the knowledge, skills, and abilities as listed in the key responsibilities.
- Minimum Qualifications: Associate's degree and at least two (2) years relevant work experience in accounting, bookkeeping, and auditing or an equivalent combination of education and experience.
- Preferred Qualifications: Bachelor's degree in finance, accounting, business administration or a related field of study or any equivalent combination of education and experience. Prior paid work experience in a government fiscal office and experience with the MUNIS System.

KNOWLEDGE, SKILLS, AND ABILITIES — TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST DEMONSTRATE THE FOLLOWING:

- Superior organizational skills;
- Knowledge and proficiency in bookkeeping, cost accounting, financial accounting, public accounting;
- Knowledge and proficiency in purchasing/procurement, including inventory control, purchasing problems, and principles of purchasing;
- Ability to work with multiple funding streams encompassing calendar, state, and federal fiscal years/cycles;
- Proficiency with Microsoft Office products, such as Word, Outlook, Excel, and Teams;
- Ability to learn and understand guidelines;
- Attention to detail and accuracy;
- Effective time management, reliability, dependability, and punctuality;
- Ability to maintain confidentiality;
- Ability to adapt to procedural changes in the workplace environment;
- Ability to work professionally and collegially to maintain effective working relationships with colleagues;
- Ability to operate various office machines (e.g., computer, adding machine, calculator);
- Professional appearance and demeanor at all times.

WORKING CONDITIONS

Tasks are regularly performed indoors in a court and office without exposure to adverse environmental conditions.

WORK HOURS

8:00 a.m. to 4:00 p.m. Monday – Friday (full time), with the potential for other hours at the discretion of the Court.

BENEFITS

P.E.R.S., health insurance coverage available, and paid vacation after the first year of public service.

HOW TO APPLY

APPLY ONLINE AT:

<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>

Please submit a resume and cover letter when completing the online application.

Must be 21 years of age. Must have a valid operator's license and clean driving record. Must pass a criminal background check and pre-employment drug screen.

This job description is illustrative of the types of duties typically performed in this position. It is not intended to be an exhaustive listing of each and every essential function of the job. The Court reserves the right to add, change, and/or delete essential functions from this position at any time.