



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MONO**

Job Title:	Fiscal Clerk						
Reports To:	Fiscal Manager						
FLSA/Representation Status:	Non-Exempt/Represented (Local 39)						
Salary Range:	57A \$25.34	57B \$26.60	57C \$27.93	57D \$29.33	57E \$30.80	57F \$32.34	57G \$33.95
Prepared Date:	03/24/2026						
Approved By:	Lester Perpall, C.E.O.						
Approved Date:	3/24/2026						

Job Description

Summary: Under close supervision, this entry-level fiscal position performs routine to moderately complex clerical and administrative accounting duties necessary to maintain and process financial, statistical and procurement records, and perform other related work as assigned. The position also performs work at the direction of the CEO which may include deputy clerk duties. As experience is acquired, the incumbent in this position is expected to perform duties with increasing independence.

Essential Duties and Responsibilities: Include the following; other duties may be assigned:

- Parks transactions to journals and ledgers; adjusts accounts according to established procedures; reviews and reconciles accounting data;
- Computes obligations, and collects and verifies supporting documentation and approvals for payables;
- Responsible for collection program process; generate collections customer notices, handling collections customer contacts, coordinating referrals of collection accounts to outside collection agency and state Franchise Tax Board;
- Track returned checks;
- Prepares accounting systems documents; e.g., vouchers, encumbrances, warrants, transfers and checks;
- Answers simple financial inquiries from the Judicial Council, court staff and the public.

- Assist the Fiscal Manager in grant management; track grant program requirements and deadlines; prepare grant invoices
- Process court customer search requests and provide the requested information to the court customer

Judgment and Responsibility: Incumbent will work under the supervision of the Court Fiscal Manager and independently on an established set of tasks in accordance with established policies, procedures and standards.

Education and/or Experience: As an entry-level fiscal position, any combination of education, training and experience that would likely provide the required knowledge and abilities. This includes a Bachelor or Associate degree in any major or discipline; or recognized Accounting Certificate; or at least one year of experience in the maintenance and review of fiscal, financial and statistical records. In all cases, working knowledge of Microsoft Excel, MS Word and QuickBooks at an intermediate level or higher is required. Familiarity with an enterprise accounting package, such as SAP is a plus.

Physical Demands: 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.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.