

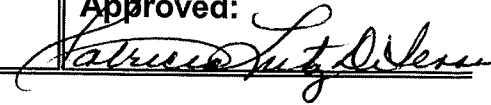
NEW CASTLE COUNTY GOVERNMENT

Number 0271
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Date 05/01/03

CLASS SPECIFICATION

Title: FINANCE INFORMATION SPECIALIST

Approved:



GENERAL STATEMENT OF DUTIES: Performs a variety of technical and administrative duties for the Office of Finance; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs technical and administrative tasks to oversee and coordinate the production of major County-wide financial publications such as the annual operating and capital budgets, special budget presentations, revenue and budget summaries, planning and strategy reports, fiscal reports, brochures, and special projects. Responsibilities include collection and preparation of data, layout, design, and coordination of printing for a variety of publications of the Office of Finance. Work involves extensive use of a variety of software programs, including word processing, spreadsheet, publishing and graphics programs, scanned applications, and printers. This employee also performs administrative tasks to assist the Chief Financial Officer. Work is performed under the general supervision of the Chief Financial Officer or other designated supervisor. The employee supervises subordinate clerical positions.

EXAMPLES OF WORK: (Illustrative Only)

- Prepares data, designs format and layout of information, coordinates printing, and works with other agencies to produce a variety of fiscal publications and reports;
- Uses a variety of current software applications including, but not limited to, Windows, Word, Lotus, Excel, Harvard Graphics, Corel Draw, Corel Chart, Corel Trace, Gallery Graphics, Ventura Desktop Publisher for Windows, Wordscan Plus, and other state-of-the-art applications;
- Serves as liaison to other divisions and departments pertaining to publications, printing, and software applications;
- Instructs department co-workers in the use of software applications and programs;
- Tests computer software applications relating to the Office of Finance and recommends or advises against purchase of such applications;
- Assists with administrative duties such as preparation of policies and procedures, fiscal reports, goals and objectives, performance evaluations, and analysis of requests from operating units;
- Inputs data into the financial systems;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;

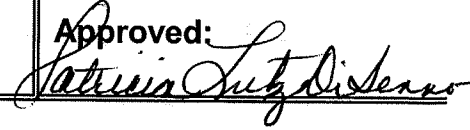
NEW CASTLE COUNTY GOVERNMENT

Number 0271
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Date 05/01/03

CLASS SPECIFICATION

Title: FINANCE INFORMATION SPECIALIST

Approved:



- Assists in the preparation and monitoring of the budget;
- Maintains current knowledge of, and proficiency in the use of, software applications, programs, and equipment required in the course of the work;
- Assists with special projects as requested;
- Supervises subordinate clerical positions;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of a wide variety of computer software applications, including word processing, graphics, spreadsheet, publishing programs, and scanned applications; good knowledge of office terminology, procedures, and equipment; good knowledge of business mathematics and English; ability to type at least 55 words per minute with accuracy; ability to operate word processing equipment, a data processing terminal, a personal computer, and other related equipment; skill and proficiency in the use of a variety of advanced software programs; ability to prepare, lay out, and design information and material for publications, manuals, reports, charts, and brochures; ability to make decisions in accordance with laws, ordinances, regulations, and established policies; ability to establish and maintain effective working relationships with others; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise others; tact and courtesy; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years of experience working with a variety of computer equipment and advanced software programs to include at least two years in the design, layout, and preparation of material and production of sophisticated publications, brochures, reports, and other technical data and completion of a standard high school course or GED certificate program; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 11/14/95
Revised: 07/01/97
Revised: 11/01/98
Revised: 05/01/03