

**CLASS TITLE: FISCAL OFFICER (DBR)**

**Class Code: 0261100**

**Pay Grade: 17A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Central Management Division of the Department of Business Regulation and at the highest level of expertise, to collect, compile and process all Department revenue receipts on a daily basis; to be responsible for reviewing and processing applications for licensure and/or registration across an agency with regulatory responsibility for specific business, industries, professions/occupations or similar activities; to assist a superior in the processing of complaints, to be responsible for the maintenance of records on both manual and computerized file systems relating to licensure; to prepare and edit routine as well as sophisticated documents utilizing word processing software; to relieve a supervisor of important administrative details, correspondence and other routine matters; to deal with the public on an on-going basis; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior in accordance with defined policies and procedures and with considerable latitude for discretionary decisions; work is generally in final form when completed and is subject to but does not always receive periodic review for conformity with established procedures.

**SUPERVISION EXERCISED:** May be required to supervise clerical or other personnel assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To collect, compile and process all Department revenue receipts received from all license types on a daily basis.

To assist a superior in processing of complaints, to include preparing correspondence to licensees, complainants, attorneys, other state and federal agencies and the courts; creating and maintaining investigatory case files, preparing confidential Executive Session agendas, case listings and minutes, and other related confidential and case-sensitive related duties. In any assigned work area, to be responsible for reviewing and processing applications for licenses, registrations, certifications and renewals by use of both manual and computerized systems.

To recognize, review and resolve complex or atypical licensing issues that arise as a result of unusual conditions or applicant circumstances and/or statutory or other regulatory changes.

To receive and process applicable fees pertaining to licensure transactions.

To assist in the scheduling and administration of professional licensure qualifying examinations to include proctoring candidates undergoing written or practical examinations.

To provide the public with accurate and detailed information on the qualifications and requirements for licensure in regulated professions, complaint procedures, etc.

To verify documentation for interstate certification under reciprocal licensing agreements

To prepare protocols and standard operating procedures, rules and regulations, applications and other forms, legislation and other complex documents from rough drafts, transcripts and notes provided by superiors.

To process purchase orders, requisitions and related documents and to maintain appropriate records.

To assist in the orientation and training of new employees

To deal with the public both in person and by telephone on an on-going basis.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPABILITIES:** A thorough knowledge of the applicable statutes, rules and regulations pertaining to all license types processed by the Department of Business Regulation; the ability to apply such knowledge in the context of a computerized licensing system including the preparation of required documentation and the operation of data entry, spreadsheet and/or word processing systems and related peripherals; a working knowledge of business English, spelling and arithmetic; the ability to synthesize notes, transcription recordings, and other material into finished documents; the ability to operate routine office machines; the ability to work independently on difficult or complex tasks; the ability to interact courteously with the public, licensees and their authorized representatives; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school, including or supplemented by courses in data processing and/or analysis, information systems and technology and business practices; and

Experience: Such as may have been gained through: employment in a professional business licensing or related administrative position involving the exercise of independent judgment and a high level of efficiency and accuracy in the processing of various transactions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 26, 2015