



Financial Services - Supervisor

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**Details**

**Job ID : 420**

**Title :** Financial Services - Supervisor

**Job Code :** 1131

**Salary :** \$2,863.00 (Monthly)

**Grade :** 11

**Tenured :** YES

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**Job Departments**

- Administrative Services - Real Property

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**Purpose**

RESPONSIBLE FOR SUPERVISING FINANCIAL STAFF AND OVERSIGHT OF BUDGETARY CONCERNS

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 4 Years of Related Experience

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**Job Required Knowledge**

- 4 YEAR COLLEGE DEGREE MUST BE IN BUSINESS

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**Job Skills/Abilities**

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

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**Job Duties**

- SUPERVISES FINANCIAL STAFF
- ASSIGN JOBS TO STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- RECOMMENDS CORRECTIVE ACTION TO COURT OFFICIALS AND CONTRACTORS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS ON FINANCIAL MATTERS
- ADMINISTERS COUNTY REIMBURSEMENTS AND PRIVATE SECTOR LEASE PAYMENTS
- OTHER DUTIES AS ASSIGNED