

## **JOB DESCRIPTION**

### **Fiscal Assistant**

#### **Summary of Work**

Entry level position responsible for assisting with fiscal, budgetary, and other staff services under the direction of the Legislative Budget Analyst and Auditor for the Legislative Council and the Legislative Assembly and its members and committees.

#### **Essential Functions**

Assists in the preparation of budget-related and finance-related reports;

Provides information and assistance regarding legislative proposals and budget-related reports;

Conducts fiscal and general research for other Legislative Council staff, legislative committees, and for individual legislators, and prepares reports on findings;

Assists in the preparation of drafts of bills and resolutions;

Assists in providing staff services for committees, including the planning of committee meetings and preparation of committee minutes;

Works overtime as required; and

Performs other duties as directed.

#### **Desirable Knowledge and Essential Skills and Abilities**

Knowledge of information technology programs and applications, including word processing, spreadsheet, and presentation software;

Ability to communicate effectively orally and in writing;

Ability to draft correspondence and memorandums;

Ability to organize a variety of information, including hard copy and electronic files;

Ability to make computations accurately and to document the calculations by maintaining supporting schedules either in writing or on electronic spreadsheets;

Ability to maintain effective working relationships with others;

Ability to meet deadlines with minimal supervision;

Ability to remain objective, nonpartisan, and professional regarding all legislative matters;

Proficiency in the English language and ability to write legibly; and

Ability to work overtime to the extent required to perform duties.

#### **Minimum Qualifications**

A fiscal assistant must have a bachelor's degree in accounting or a finance-related field from a recognized institution. Prior experience with a governmental agency is preferable. A fiscal assistant must be nonpartisan, be able to perform the essential functions as outlined in this job description, and possess the desirable knowledge and essential skills and abilities as outlined in this job description.