

AUDITOR OF STATE
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES</u> Local Government Consultant	<u>SERIES NUMBER</u> 6326A
<u>MAJOR AGENCIES</u> Auditor of State only	<u>EFFECTIVE</u> 04/02/2006

SERIES PURPOSE

The purpose of the local government consultant occupation is to provide assistance on accounting or management issues & procedures to local government officials.

CLASS TITLE

Local Government Consultant

CLASS NUMBER

63261A

PAY RANGE

10

EFFECTIVE

04/02/2006

CLASS CONCEPT

The full performance level class works under general supervision & requires considerable knowledge of accounting, finance or public administration in order to provide general assistance to local government officials on accounting or management issues & procedures.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Local Government Consultant	63261A	51	04/02/2006	10

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides general assistance to local government officials (e.g., village & township clerks, clerks of ambulance & fire districts) on maintaining required financial records (e.g., trains new clerks, reconciliation of bank statements, reconstruction of records, reviews procedures & advises on possible improvements).

Reviews financial forecasts prepared by school districts; assists in &/or prepares daily operation procedures manuals; assists in preparing GAAP conversion plans; assists local governments in preparing GAAP basis financial statements; provides other assistance as assigned to local governments.

MAJOR WORKER CHARACTERISTICS

Knowledge of accounting, finance or public administration; policies & procedures for maintaining village & township records*; public relations. Skill in use of computer terminal; use of calculator. Ability to review, interpret & recommend changes in local government record maintenance procedures; handle sensitive inquiries from township &/or school officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core program in accounting, finance or public administration; 3 mos. trg. or 3 mos. exp. in public relations.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Not applicable.