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

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<th>CLASS TITLE</th>
<th>CLASS NUMBER</th>
<th>PAY RANGE</th>
<th>EFFECTIVE</th>
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<tr>
<td>Local Government Consultant</td>
<td>63261A</td>
<td>10</td>
<td>04/02/2006</td>
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**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.
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.