

**Job Title:** Administrative Services Assistant – Fiscal Services **Job Grade Level:** 5  
**Career Track:** None **Job EEO Code:**  
**Agency/Department:** Office of the Revisor of Statutes **Date:** 10/14/2024  
**Reporting to:** Chief Deputy Revisor of Statutes; functional reporting to Revisor of Statutes

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**Primary Objective:** The Administrative Services Assistant – Fiscal Services assists the Revisor of Statutes by coordinating the business functions of the office, with special emphasis on providing advice and implementation of budget and fiscal services, providing confidential executive assistant services to the Revisor of Statutes, Chief Deputy Revisor, and Deputy Revisors.

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### **Responsibilities & Tasks:**

Percentage of time: 50%

1. Fiscal management and budget preparation responsibilities:
  - a. Directs the business functions of the office, including budgeting, accounting, and purchasing functions.
  - b. Coordinates with the LCC Fiscal Services Office to ensure fiscal management practices comply with LCC policies and procedures and auditing standards.
  - c. Prepares accounts payable for review and approval.
  - d. Collaborates with the Office Administrator—Personnel and Fiscal Services to determine eligibility for and implement salary adjustments under the approved LCC salary plan in coordination with the LCC Fiscal Service Office. Assists in calculating pay changes and drafting letters to individual employees regarding promotions and pay adjustments in coordination with the Revisor and Chief Deputy.
  - e. Maintains and prepares budget tracking, budget information reports and spreadsheets.
  - f. Plan and track major purchases in coordination with the Revisor and Chief Deputy.
  - g. Conduct and direct the purchasing function so that adequate supplies are maintained, costs are contained, and funding guidelines are adhered to:
    - o. Coordinate the preparation of purchase orders to ensure appropriateness and completeness.
    - o. Coordinate the entry of purchase orders into SWIFT according to the Minnesota Management and Budget guidelines.
    - o. Issue purchase orders to vendors in a timely manner and follow up on discrepancies that may arise.
    - o. Ensure appropriate records are maintained to document purchases.
    - o. Advise management on all capital purchases and ensure appropriate tracking and reporting.

- h. Assists in review and reconciliation of internal office and LCC budget reports and spreadsheets.
- i. Advises the Revisor and other administrative staff in developing and implementing policies and procedures affecting accounts payable and accounts receivable.
- j. Tracks receivables for the Revisor's Office including sales of books, extracts, electronic sales of publications (Lexis-Nexis and Thomson Reuters), and designs and prepares reports that include historical data.
- k. Prepares biennial budget request documents and supporting documentation.
- l. Design client billing/information form for sending and tracking sales of publications to consumers.
- m. Prepares detailed information of receivables to be sent to the LCC for invoice preparation and tracks payments that go into the general fund.
- n. Prepares and drafts publication, data sales, and distribution contracts, including bid letters, spreadsheets, and bid forms. Prepares all correspondence with prospective and awarded bidders. Sets up meetings with bidders and takes and distributes minutes.
- o. Prepares and updates distribution spreadsheets for the Revisor's publications of the Minnesota district court judges, court administrators, county libraries, and United States district court judges and libraries.
- p. Perform other duties as assigned.

Percentage of time: 50%

2. Confidential secretary responsibilities:

- a. Act as personal, confidential secretary to the Revisor and Chief Deputy Revisor.
- b. Provide confidential secretarial services to managers on matters of office administration.
- c. Maintain, develop, and apply expertise in the operation and use of all office equipment:
  - o Word processing, including advanced technical expertise in new software and software features and usage.
  - o Spreadsheet, graphics, mapping, and presentation software.
  - o Knowledge of web sources available for tracking legislation.
  - o Revisor software for bill opening, closing, and workflow.
  - o Excellent grammar, punctuation, and proofing skills.
  - o Personal computers.
  - o Other machines (fax, printers, duplicating equipment, etc) necessary for production of office products.
- d. Provide administrative support to the Office Administrator—Personnel and Fiscal Services:
  - o Assist with staff recruiting process, including contacting candidates, scheduling interviews, and maintaining applicant files.
  - o Develop and maintain a good system for preparing, keeping, reporting, and tracking departmental documents, and records needed for management purposes, including salary, personnel, and other confidential records.
  - o Make arrangements for office meetings and conferences.
  - o Make arrangements for staff travel and conferences.
  - o Orient new staff on administrative matters.
- e. In coordination with the Office Administrator—Personnel and Fiscal Services, provide administrative assistance to Revisor on external administrative matters:
  - o Maintain good external communications on administrative matters.
  - o Provide and oversee liaison with LCC FSO.

- Coordinate and oversee office space needs/concerns related to heating, cooling, lighting, ventilation, painting, carpeting, etc. with Plant Management. Arrange for design/redesign of office space as necessary.
- Initiate and oversee the purchase, repair, and/or replacement of general office equipment (i.e., duplicating and fax equipment, chairs, tables, and appliances).
- f. In coordination with the Office Administrator – Personnel and Fiscal Services, provide administrative assistance to Revisor on all internal administrative matters:
  - Maintain good internal communication. Provide liaison between the Revisor and other office staff on administrative matters.
  - Identify and solve, or alert Revisor to, problems in administration, office space and equipment, space, etc. Initiate and/or recommend to the Revisor, methods for improving departmental administration – including records management, front desk services, communication, staff scheduling and efficient handling of administrative matters.
  - Arrange meetings, conferences, and other appointments for the Revisor.
  - Back up Administrative Team. As a member of the administrative team, provide back-up services for front office staff during vacancies or times of critical need.

### **Budget Responsibility:**

The Administrative Services Assistant – Fiscal Services tracks expenditures relating to accounts payable, purchase orders, and accounts receivable and has significant responsibility in assisting the Revisor in budget preparation and tracking. This position requires ability to formulate and initiate plans and procedures, estimate in advance operating needs, and must work independently and identify financial problems as they may arise. Within the established fiscal framework, including LCC policies and auditing standards, the position analyzes and solves problems, and refers unusual or major fiscal events to the Revisor or Chief Deputy before action is taken.

### **Scope of Relationships:**

1. External Relationships
  - a. Frequent contact with the LCC Fiscal Service Office with regards to functions regarding accounts payables, and accounts receivables.
  - b. Periodic contact with the Supreme Court Administrator's office, district court judges, district court administrators and office personnel, and county libraries and agencies relating to distribution of Revisor's publications.
  - c. Occasional contact with the office's third-party abstract seller regarding the Revisor's extract sales and the invoicing process.
  - d. Occasional contact with the Capitol Security office.
  - e. Frequent contact with Revisor's clients in the role of executive assistant to Revisor.
  - f. Frequent contact with outside vendors relating to purchases and personnel advertising.
  - g. Periodic contact with job candidates as back up contact person during application, interview, and hiring process.
  - h. Occasional contact with publication storage vendor and individuals/entities interested in purchasing publications.

2. Internal Contacts

- a. Frequent contact with all staff members in discharging administrative duties.
- b. Frequent contact with Revisor, Chief Deputy Revisor, and Deputy Revisors providing advice and in discharging assigned duties. The Revisor relies on this position to provide budgeting, accounting, purchasing, and general administrative guidance and direction, and to supervise the processing of disbursements and other general accounting activities. To accomplish this, there must be frequent communication between this position, the Revisor, managers, and staff.
- c. Periodic contact with Drafting and Editing Manager relating to publications distribution.
- d. Frequent contact with Office Administrator – Personnel and Fiscal Services.
- e. Frequent contact with other members of the administrative staff unit.
- f. Frequent contact with the Deputy Revisor for Editing advising and preparing contracts, accounts receivables, and distribution of Revisor's publications.

**Decision Making & Impact of Error:**

1. Discretion. The Administrative Services Assistant – Fiscal Services determines the method for discharging assignments within the broader scope of office policy and procedures.
  - a. Primary decision making on monitoring accounts payable and accounts receivables.
  - b. Shared decision making in determining the required information to accomplish budget planning and in determining the method of presenting the information and incorporating it with other information into a spreadsheet. In regard to fiscal and budget issues, the Administrative Services Assistant – Fiscal Services is responsible for spotting issues for the Revisor to consider.
2. Impact of Error
  - a. The Administrative Services Assistant – Fiscal Services must collect and maintain fiscal account materials accurately and in a timely fashion to maintain the office's fiscal responsibilities.
  - b. Information regarding policies and benefits must be accurate readily accessible due to the impact on employee decision making.
  - c. Confidentiality and employee trust must be maintained.
  - d. Avoiding errors in the Revisor's work product is a key goal for the position.
  - e. Fiscal and budget information and spreadsheets must be accurate and comprehensive.
  - f. Financial transactions must follow LCC policies and auditing standards and be accurate and up to date.
  - g. Bid contracting responsibilities are sensitive.

**Working Conditions/Physical Demands:**

1. Normal working conditions 85 percent of the time.
2. Long hours may be required without rest and with little or no prior notice.
3. Workload is heavy, under time constraint, and involves individuals working under varying degrees of stress.

**Minimum Qualifications:**

1. Education. The minimum education required is a post-secondary degree in business administration, human resources, or accounting or a related field or equivalent experience.

2. Experience.
  - a. Two years in an accounting or personnel related field.
  - b. Experience in accounts payable and receivable.
  - c. Experience in working with budgets.
3. Knowledge. This position requires:
  - a. Knowledge of government accounting practices.
  - b. Substantial knowledge of computer applications used in the Revisor's Office, including Word, Excel, PowerPoint, and SharePoint.
  - c. Experience in performing administrative staff duties and the ability to perform more functions when needed by the Revisor's Office.
4. Skills/Abilities.
  - a. Strong organizational skills to accurately organize and process detailed material.
  - b. A high level of communication/relationship skills to provide the level of customer service required for this position.
  - c. A high level of discretion and good judgment in dealing with staff and personnel matters.
  - d. The ability to work effectively with numbers.
  - e. The ability to exercise tact, discretion, and cordiality.
  - f. The ability to handle sensitive and confidential materials professionally and confidentially.
  - g. Good judgment in determining the priority of items requiring immediate action in the Revisor's absence.
  - h. Ability to assimilate and use Swift and Revisor's bill and rule tracking systems.
  - i. Ability to use computer functional knowledge to present information.
  - j. Ability to analyze processes and procedures and provide advice and suggest improvements to the Revisor, Chief Deputy Revisor, and to the Deputy Revisors.

**Desired Qualifications:**

1. Knowledge of the duties and functions of state and legislative offices.
2. General knowledge of computer applications used in the legislature and the Revisor's Office, such as rule and bill tracking and State systems such as SEMA4 and SWIFT.
3. Knowledge of personnel policies, including the ability to assimilate and communicate state, Revisor's Office, and LCC policies and benefits, and state and federal personnel requirements.
4. Substantial experience in payroll/personnel.
5. Substantial experience in accounts payable.
6. Substantial experience in accounts receivable.
7. Substantial experience as an executive assistant.

**All identified duties are essential.**

**(Distribution of copies – employee, supervisor, and Human Resources).**