

JUDICIAL COUNCIL OF CALIFORNIA

455 Golden Gate Avenue San Francisco, California 94102

415-865-4272 Telecommunications Device for the Deaf Web site: <http://www.courts.ca.gov/careers>

EMPLOYMENT OPPORTUNITY

JOB TITLE: Associate Fiscal Analyst

LOCATION: San Francisco or Sacramento

JOB OPENING #: 6520

OVERVIEW

The Judicial Council of California is accepting applications for the position of Associate Fiscal Analyst for the Budget Services office.

The Associate Fiscal Analyst plays a key role in developing and implementing the annual budget for California's 58 trial courts. Responsibilities include: (1) gathering, verifying, and compiling court data to support budget creation, (2) processing payments for trial court reimbursement programs, and (3) preparing monthly distribution templates in the FI\$Cal system to allocate operational funding. Additionally, the position supports the Trial Court Budget Advisory Committee—an advisory group to the Judicial Council—by preparing meeting materials such as agendas, minutes, and meeting notes, and coordinating meetings with committee chairs. The position also handles inquiries and special assignments from the trial courts.

The Judicial Council strives for work-life balance and includes substantial vacation and holiday time. In addition, we offer an excellent benefits package including pension, medical, dental and vision coverage, flexible spending, up to \$130 monthly reimbursement towards public transit commuting costs, and retirement savings plans. In San Francisco, the office is only a 7-minute walk from the downtown Civic Center BART station. In Sacramento, the office is minutes from downtown, just north of Discovery Park.

The successful candidate will be expected to work in the Judicial Council's San Francisco or Sacramento office; hybrid work options for employees who live in areas surrounding these locations may be considered.

RESPONSIBILITIES

- Support annual trial court budget development and implementation. Prepare budget templates and documents (Schedule 7A, Schedule 1, Indirect Cost Rate Proposal, and employee benefit cost changes). Update instructions and track submissions, validate documents submitted by trial courts, compile final data workbooks, and prepare monthly FI\$Cal upload journals.
- Support duties for the Trial Court Budget Advisory Committee (TCBAC) and its three subcommittees. Draft agendas, meeting minutes, notes, and reports. Track and organize related materials, coordinate meeting schedules, maintain and update committee calendars, agenda items, and planning documents. Prepare written reports and presentations for committee meetings as needed.
- Process trial court reimbursement payments for various reimbursement categories (prisoner hearings, extraordinary homicides, service of process, and jury costs). Review requests for

completeness, reasonableness, and compliance. Prepare invoices and FI\$Cal upload templates, and record payments.

- Provide analytical support for the Trial Court Budget Management Section. Manage SharePoint document libraries, organize logistics for various trainings for the trial courts and counties, monitor and maintain mailboxes, and special projects as needed.
- Draft and review technical reports for accuracy, plain language requirements, and compliance with Judicial Council guidelines. Prepare legislative reports and corresponding Judicial Council reports. Verify narrative, data, and attachments for completeness and protocol adherence.

MINIMUM QUALIFICATIONS

Bachelor's degree, preferably in business, finance, accounting, or a directly related field that would provide the knowledge and skills necessary for the assigned area. An additional four (4) years of professional experience as noted above may substitute for the bachelor's degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.

OR

Two (2) years as a Fiscal Services Coordinator working in the procurement or accounting function with the Judicial Council of California or two (2) years of experience performing the duties of a class comparable in the level of responsibility to that of a Fiscal Services Coordinator in a California superior court or California state-level government entity.

OTHER

Please note, if you are selected for hire, verification of employment authorization to work in the United States will be required.

DESIRABLE QUALIFICATIONS

- Knowledge of the State of California's budget process and governmental budgeting.
- Knowledge of the Financial Information System for California (FI\$Cal).
- Proficient in Microsoft Office tools – Outlook, Excel, and Word.
- Excellent writing, communication, and presentation skills.
- Ability to draft, edit, and review written reports and supplemental materials in plain language for public meetings.
- Ability to research, analyze, and summarize financial information, both in writing and verbally, for various audiences.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, please apply by 5:00 P.M. on **October 13, 2025**. This position requires the submission of our official application, a resume and a response to the supplemental questions.

To complete an online application, please visit www.courts.ca.gov/careers and search for Job ID **#6520**.

The Judicial Council provides reasonable accommodation to applicants with disabilities who request such accommodation. Reasonable accommodation needs should be requested through Human Resources at (415) 865-4260.

PAYMENT & BENEFITS

\$6,909.00 - \$9,673.00 per month

Please note due to statewide fiscal conditions, the posted salary range is subject to a 3% reduction. In exchange for this reduction, judicial branch employees accrue an additional 5 hours of paid personal leave per month through June 30, 2027.

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 14 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- Up to \$130 per month reimbursement for qualifying mass transit costs
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- Flex Elect Program
- Pretax Parking
- Long Term Disability Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Judicial Council of California Is an Equal Opportunity Employer.

Supplemental Questions

To better assess the qualifications of each applicant, we will review your responses to the following questions. Please indicate for which employer you performed these functions. Your answers should not exceed a total of three pages.

1. How would you structure an Excel workbook when preparing it for others to review or use?
2. When reviewing written work, either your own or a peer, what do you focus on to ensure quality and accuracy?