

COURT COLLECTION SPECIALIST

GENERAL STATEMENT OF DUTIES: Performs difficult and responsible clerical tasks in keeping accounts and records; work involves account keeping, auditing, cashiering, and related bookkeeping tasks. Primary function of the job is to assist with the monetary reimbursement or collections for the Court. Assists individuals with payment plans and enforces payment plans. Requires knowledge of specialized databases, caseflow management, production of legal forms and documents, scheduling court proceedings, review of financial records and handling difficult customer contacts.

STATEMENT OF TASKS

- Process financial transactions and incoming court documents related to payments and collections
- Ensure that all financial transactions have been properly accounted for at the end of the day
- Answer collection hotline and respond to inquiries related to assessment and payments
- Update restitution party screens with accurate information
- Disburse collected restitution
- Create notices, orders and correspondence related to accounts, payments and collections
- Use specialized databases and platforms to locate debtors and their assets
- Conducts interviews and interprets court guidelines to attorneys and litigants as they relate to financial obligations
- Obtain and review confidential personal financial information
- Provide comprehensive assistance, including establishing payment plans, enforcing payment plans, and explaining complex policies, guidelines, and standard practices, both verbally and in writing
- Process and disseminates billings to appropriate individuals regarding moneys due the county
- Prepare and issues garnishments on delinquent account cases; issues garnishments releases upon fulfillment of monetary obligation.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES

Knowledge of generally accepted accounting and bookkeeping
Proficiency in English grammar, spelling, punctuation and simple mathematical functions such as addition, subtraction, multiplication, division, percentages and ratios
Working knowledge of legal terminology and court procedures related to accounts and collections
Skill in use on modern office equipment such as personal computers, facsimiles, copier and scanners
Skill in the use of personal computer software, including spreadsheet development and word processing
Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers and representatives of other agencies
Ability to apply and tactfully enforce complex rules, regulations, policies and procedures
Ability to maintain the confidentiality of information and professional boundaries.

MINIMUM QUALIFICATIONS


Associates degree in accounting or a business field **AND** one year of experience in accounts payable or cash handling, preferably in a court setting.

-OR-

12 semester hours in accounting **AND** two years experience in accounts payable or cash handling, preferably in a court setting.

-OR-

4 years experience in accounts payable or cash handling, preferably in a court setting.



Human Resources Director