

FAYETTE COUNTY

COLLECTIONS COORDINATOR

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To maintain clear, concise and accurate financial records and statistical reports for review by the Clerk of Courts.

ESSENTIAL FUNCTIONS OF JOB

1. Reviews adjudicated cases to determine that payments and settlements have been made in accordance with Conditions of Court.
2. Confers with legal counsel on claims requiring litigation.
3. Coordinates the handling of monies collected by the Clerk of Courts offices.
4. Balances daily receipts and prepares bank deposits.
5. Interviews defendants to obtain information such as family composition, work history, and ability to pay.
6. Testifies in court concerning findings of investigations.
7. Prepares required monthly reports.
8. Reconciles bank statements and prepares reconciliation reports.
9. Schedules hearings for delinquent cases.
10. Prepares contempt motions for court hearings.
11. Presents cases to the Court for order.
12. Prepares Bench Warrants if Court ordered.

OTHER DUTIES OF JOB

1. Attends training, meetings, etc. as required.
2. Performs other job related duties as required.

SUPERVISION RECEIVED

Receives occasional supervision in regard to daily work duties.

SUPERVISION GIVEN

None.

WORKING CONDITIONS

1. Works indoors in adequate work space with adequate temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise, disruptions and stress.
3. Below normal indoor exposure to dust/dirt.
4. May need to climb ladder to retrieve files/records.

PHYSICAL/MENTAL CONDITIONS

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching to carryout work duties.
2. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carryout job duties.
3. Medium work with frequent lifting/carrying of objects weighing from five (5) to ten (10) pounds.
4. Must be able to cope with the physical and mental stress of the position.
5. Must be able to move frequently throughout the work day.
6. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS**A. EDUCATION/TRAINING**

High school graduate with technical training in accounting or any combination of education and experience that provides equivalent knowledge, skills and abilities.

B. WORK EXPERIENCE

Two (2) years of bookkeeping or accounting experience and additional experience as a paralegal.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Most possess the ability to communicate verbally with the public, public agencies, courts, and department personnel.
3. Most possess the ability to operate a variety of office equipment including personal computer, typewriter, calculator, photo copier, telephone, etc.
4. Must possess the ability to add, subtract, multiply and divide and calculate decimals and percents.
5. Must possess the ability to comprehend and interpret a variety of documents including payments, letters and other correspondence, bank statements, court orders, policy and procedure manuals.
6. Must possess the ability to maintain confidentiality regarding client information and records.
7. Must possess the ability to function independently, have flexibility and personal integrity and the ability to work effectively with other Departments within the County.
8. Must possess the ability to make independent decisions when circumstances warrant such action.
9. Must possess knowledge of modern office practices and procedures.
10. Must possess the ability to analyze data and provide reports as necessary.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF COLLECTIONS COORDINATOR AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.