

**COUNTY OF CARBON  
JOB ANNOUNCEMENT  
NON-UNION**

**BULLETIN 2**

**POST DATE:** January 4, 2022

**APPLICATION DEADLINE DATE:** January 24, 2022

*Applications to be filed with Clerk of Courts – 2<sup>nd</sup> Floor Courthouse.*

**POSITION:** Collections Coordinator

**DEPARTMENT:** Clerk of Courts

**RATE OF PAY:** \$13.06 per hour

**HOURS WORKED:** 8:30 – 4:30

**OVERALL OBJECTIVE OF JOB:** This is upper level position responsible for the collection of costs, fines and restitution ordered by the Court in all criminal/juvenile cases. Works includes managing the daily deposits, processing of payments daily, mailing refunds and timely and accurately documenting returned checks/voids in CPCMS and ensuring all work is performed in a timely manner. An employee in this position reports directly to the Clerk of Courts.

**QUALIFICATIONS:**

**Education/Training:** High School diploma or equivalency, plus some business/clerical and computer training.

**Work Experience:** 2 years working experience in office environment, county government or court system. Or, any acceptable combination of equivalent training and/or experience.

**ESSENTIAL FUNCTIONS OF JOB:**

1. Maintains department work flow by planning the work of the office, work with the criminal division to resolve other issues; assists in resolving problematic or critical situations; assigns, reviews and approves payment agreements and other agency related activities; and answers questions from the Court, staff and others.
2. Maintains professional and technical knowledge by attending in-service education or training programs.
3. Exchanges information with other jurisdictions by acting as a liaison between the department and other court related agencies.
4. Maintains offender confidence and protects department operations by keeping collection information confidential; maintains organization's stability and reputation; complies with legal requirements and ethical standards established by the court; complies with Federal, State, and local legal requirements; studies existing and new legislation; reads court and agency personnel/operations manual and other legal documents; and follows policies and procedures established by the court and the department.
5. Ensures operation of equipment by completing preventive maintenance requirements; troubleshoots malfunctions; follows manufacturer's instructions and established department policies and conserves resources by using equipment/supplies as needed to accomplish job results.
6. Establishes and enforces payment schedules, answers questions regarding conditions and regulations governing collection status; identifies and assesses offender financial ability; makes deposits; determines conformance with payment schedule; executes wage attachments and monitors offender payment progress.
7. Collects delinquent accounts by locating and notifying offenders with delinquent accounts; and establishes repayment schedules.
8. Maintains criminal/juvenile case flow by answering inquiries from the Court or other agencies; investigates special requests and performs clerical functions of the Clerk of Courts.
9. Maintains integrity of case record; enters financial and personal information; documents all contacts; maintains accurate case notes and records using CPCMS; and gathers and records factual data of each defendant.
10. Prepares and enters source data for computer by compiling and sorting information; and inputs alphabetic and numeric information according to screen format.
11. Maintains office services; controls and routes correspondences; maintains telecommunications system by answering or referring inquiries; files written documentation; follows oral or written instructions; greets public
12. Maintains information systems by implementing, maintaining, examining and evaluating existing and new technologies; provide assistance with statistical analysis; provides information to the Clerk of Courts for statistical analysis; data collection; data analysis, presents and interprets data; applies statistical methodologies and identifies department trends.
13. Produces information by formatting, inputting, editing, retrieving, copying, and transmitting text and data using word processing technology; gathers and sorts documents; determines format and content; and prints documents.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. Basic knowledge and skills of clerical practices and office procedures commonly employed in private sector or government collection offices.
2. Basic knowledge and skills in data processing operations.
3. Above average knowledge of mathematics, English, grammar, spelling and punctuation.
4. Ability to learn administrative, legal and procedural statutes, and rules and regulations governing criminal prosecution and collection processes.
5. Ability to learn data processing technologies for report preparation
6. Above average ability to work with figures and disburse currency.
7. Ability to communicate effectively with defendants, attorneys, members of the judiciary, co-workers, representatives of other Court and County offices, State and County auditors and the public.
8. Ability to learn specific Court rules and regulations concerning the collection process.
9. Ability to prioritize and organize caseload assignments.
10. Ability to operate and maintain office equipment.

**WORKING CONDITIONS:**

1. Works indoors in adequate office space, lighting, ventilation and temperatures.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Below normal indoor exposure to dust/dirt.
4. Works with inmates, convicts and their families and may be subject to irate behavior.

**PHYSICAL/MENTAL REQUIREMENTS:**

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for typewriter and computer, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten (10) pounds.
5. Must be able to cope with the physical and mental stresses of the position.
6. Must be able to move frequently throughout the work day as needed to carry out essential job duties.
7. Must be able to pay close attention to details and concentrate on work.

**EQUAL OPPORTUNITY EMPLOYER**