

**Washington County  
Job Description**

**JOB TITLE: Assistant Bookkeeper/Data Supervisor**

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**Exempt: (Y/N):**

**DATE REVISED: September 2011**

**DEPARTMENT: Circuit Clerk**

**SUPERVISOR: Circuit**

**Clerk, Bookkeeper/Data Supervisor**

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**SUMMARY:**

Under the direction of the Circuit Clerk and Bookkeeper/Data supervisor, the assistant bookkeeper/data supervisor is responsible for helping with the accurate record keeping of financial transactions for the Circuit Clerk's Office. He/she is also accountable for the effective operations, performance and maintenance of the data processing /scanning equipment and systems applications. He/she is responsible for the successful selection and management of the Jury Panels for six (6) Court judges. Communicating with the Judges and staff to insure all responsibilities are handled in an efficient and accurate manner. In addition, the incumbent is responsible for helping with the organization and operations of the scanning department along with the responsibility of clerking for the court for Jury trials. They are responsible for Criminal docket input in a correct and competent manner.

**ESSENTIAL DUTIES AND RESPONSIBILITIES including the following: Other duties may be assigned.**

1. Perform data entry of all fees collected into the computer system.
2. Make daily deposits for fees collected.
3. Maintain reports for advanced cost as well as Child Support fees.
1. Maintain the bookkeeping on Fee Account, Advancer Cost Account, Interest Bearing Accounts and Child Support Account, which consists of making deposits, writing checks and balancing statements monthly. Must have knowledge of the New Bookkeeping program
4. Turn over all monies to the Treasurer with reports for State and County agencies each month.
5. Data Entry for Criminal Court, including new case files and pleadings, scanning all documents.
6. Expungement of Criminal records with correct documents sent to Government agencies.
7. Work closely with the prosecuting attorney's office pertaining to Criminal and Juvenile Case files.
8. Scan Real Estate, misc. judgments, bonds, Lis pendens, plats, etc into the system to be viewed by public.

9. Receive, figure money, receipt, file mark and enter all Real Estate documents filed with the Circuit Clerk's office.
10. Receive and index E-Recording documents.
11. File for all courts to include separating court work, numbering orders, docketing pleadings and indexing by year and case number, preparing and typing summons and writs of garnishment and returning requested certified copies by mail.
12. Provide assistance to attorneys, surveyors, and abstractors, complete information sheets, make copies for customers and assist them in searches for old records. Assist surveyors with plats and surveys, by making copies.
13. Assist in overseeing the Scanning Department/ Real Estate, Court Orders, Liens, Judgments, etc. Assist in organizing the daily workflow of 7 employees. .
14. Assist auditors from the Administrative Office of the Courts; provide information on a daily basis.
15. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
16. Maintain a current knowledge of all Arkansas Court laws pertaining to Circuit Court.
17. Interface with the public, other departments, agencies or offices to furnish and/or obtain necessary information.
18. Proof Real Estate entries and Redaction of court side documents.
19. Assist with other duties as required maintaining smooth operations within the department.

#### **QUALIFICATIONS REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **1. EXPERIENCE-GENERAL:**

High school diploma with emphasis in accounting. some experience with bookkeeping or banking knowledge is helpful. Good math skills and organizational skills are also necessary for this position. The incumbent should possess good typing, strong computer skills; excellent interpersonal skills; have strong written and verbal communication skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc.

#### **EXPERIENCE/MANAGEMENT**

Assist Bookkeeper/Data Supervisor in overseeing her duties with 7 employees.

#### **EDUCATION:**

The incumbent must have a minimum of high school diploma or general education degree (GED) with some emphasis in accounting. Good math skills and organizational skills are necessary for this position. Experience in the court system is helpful for the performance of duties. This individual

must have current knowledge of all Arkansas Court laws pertaining to Circuit Court and extensive knowledge of court procedures. Excellent written and verbal communication skills are needed as well as understanding of legal terminology and judicial proceedings.

**INITIATIVE & INGENUITY:**

This individual must be a self-starter and proceed without supervision in order to keep up with the volume of documents filed on a daily basis. The incumbent must be capable of making decisions on proper indexing without direction from others. They must be able to think quickly and effectually in docketing data.

**MENTAL DEMAND:**

The individual must be able to use his/her own judgment to determine matters such as where funds are to be credited, and have the skills necessary to interpret the legislation that mandated the use of the funds the office receives. A high degree of concentration is a requirement in data entry.

**ANALYTICAL ABILITY/PROBLEM SOLVING:**

The individual requires continuous attention to details. They must have the ability to use common sense in order to carry out written, oral or diagrammed instructions and the ability to deal with problems involved in a situation of a routine nature.

**RESPONSIBILITY FOR WORK OF OTHERS:**

When required, the incumbent must assist the bookkeeper/data supervisor in all capacities, including the training and overseeing of 7 employees.

**RESPONSIBILITY FOR FUNDS:**

Money passes through the incumbent's hands on a daily basis. It is their responsible to accurately collect and receipt filing fees and payments of fines.

**RESPONSIBILITY FOR ACCURACY:**

The individual in this position must possess above average computer skills and above average accuracy in data entry. The data input affects decisions made in the court system. There must be a accuracy paper trail of all monies collected.

**ACCOUNTABILITIES:**

The incumbent is accountable not only to the Circuit Clerk's office but to the public as a whole. They are accountable to the court system, property owners, abstractors, lending institution. One error in data entry would be monumental to an individual's life. This involves Real Estate, Domestic Relations, Child Support, Civil suits, Juveniles and Criminal actions. The incumbent must account for all monies collected and must be accountable to the State auditors

**CONTACTS WITH PUBLIC:**

Deputy Clerks' have contact with the public constantly. In this capacity, their daily job as office clerk or by way of telephone, it is mandatory to be courteous, understanding and helpful. They must have the ability to effectively communicate information and respond to questions in person-to- person and small group situations with customer, clients, general public.

**CONTACTS WITH EMPLOYEES:**

The incumbents must have a high degree of camaraderie to work together daily. They must be able to get along with their fellow employees and cover for each other.

**MACHINE-COMPUTER OPERATIONS:**

The incumbent should possess good typing, strong computer skills. The incumbent must have working knowledge of general office machines such as computer, copiers, Fax, printer, etc. They must have a high degree of knowledge of adding machines and calculators. Must have knowledge of the Quicken Bookkeeping program

**WORKING CONDITIONS:**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMAND:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently sit and to talk or hear; occasionally stand and walk; use hands to finger, handle or feel objects. Also, the employee must Occasionally reach with hands and arms.

Specific vision abilities required by this job include close vision.

The employee must frequently lift or move up to 10 pounds and occasionally be required to lift or move up to 25 pounds.