

WASHINGTON COUNTY
Job Description

JOB TITLE: Assistant Civil Process Bookkeeper

Exempt (Y/N): No

DEPARTMENT: Sheriff's Office

DATE PREPARED: October 2012

SUPERVISOR: Civil Process Bookkeeper

SUMMARY:

The Assistant Civil Process Bookkeeper is responsible in administration of accounting, finance and other legal matters related to the civil process section of the Sheriff's Office, which translates to dealing with over 5,000 financial documents per year. They are also responsible for maintaining accurate records on said process and meeting with people directly involved in the flow of actions based on orders given by the (6) six Circuit Courts of Washington County. Provide follow up with all attorneys, defendants, and others having direct interest in same. The incumbent will ultimately assist in maintaining accounts and documentation of all monies collected and judgments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Receive, log and maintain explanations relative to all Civil Process papers. Prepare all necessary papers for service to be made, ie. summons, orders, subpoenas, Orders of Protection, Writs of Executions, Writs of Possessions, etc., which normally averages approximately 5,000 documents per year. (I help with the highlighted papers when needed)
2. Contact persons regarding civil papers, and provide assistance to all persons requesting information relative to all civil papers and judgments.
3. File correspondence and other records from courts, attorneys and state agencies regarding all civil papers. Maintain and keep accurate record of Civil Process files.
4. Ensure that the public is treated in a courteous and friendly manner and that information common to the Sheriff's Office is accurately given to all office contacts.
5. Receive and record all revenue monies brought in by other departments of all Sheriff's Office, ie. Fee Account, Writ of Executions, Felony Bond Account, Work Release, etc.
6. Review that all fees and monies are correctly collected and documented and deposited daily.
7. Process end of day reports to insure all receipts and reports are in balance, which normally includes approximately \$12,000 per week.
8. Ensure that all documentation is accurate and thorough to facilitate the proper accounting process.
9. Prepare and mail-out 1,500 Jury notices every quarter, which equates to 6,000 per year, provide by Circuit and Chancery Courts and record responses from the 1,500 prospective Jurors that are required to call back into the Sheriff's Office.

10. Perform liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
11. Ensure that all activities are professionally and ethically performed in accordance with law to protect the individual rights of Washington County.
12. Answer telephones in a professional manner pertaining to Civil Process, answer questions and direct calls to appropriate person and/or take messages.
13. Perform secretarial duties, which include data entry, photocopying, filing, prepare and send mailings/correspondence and Fax documents.
14. Assist with other duties as required to maintain smooth operations within the department.

QUALIFICATION 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.

EDUCATION and/or EXPERIENCE:

Associates Degree (A.A.) or equivalent from two-year college or technical school and one year related experience and/or training; or equivalent combination of education and experience in lieu of post secondary education.

OTHER SKILLS and ABILITIES:

The Assistant Civil Process Bookkeeper should be able to organize work so as to work with minimal supervision. The incumbent must have knowledge of modern office practices, procedures and equipment; have strong written and verbal communication skills for public relation responsibilities; have the ability to understand the Judicial System, accounting and bookkeeping skills. The incumbent must possess the ability to establish good rapport with individuals often under difficult circumstances. The incumbent must exhibit an in-depth knowledge of skills for operating calculator, computer with knowledge of Microsoft Excel, Microsoft Word, and additional accounting software.

PHYSICAL DEMANDS:

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 talk or hear; use hands to finger, handle, or feel objects. Also, the employee must occasionally stand, walk, stoop, kneel, or crouch and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here 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.