

**Washington County
Job Description**

JOB TITLE: Bookkeeper – Criminal/Juvenile Court

Exempt: (Y/N):

DATE REVISED: September 2011

DEPARTMENT: Circuit Clerk

SUPERVISOR: Circuit Clerk, Chief Deputy
Clerk

SUMMARY:

Under the direction of the Circuit Clerk, the bookkeeper-Criminal/Juvenile Court is responsible for the accurate record keeping of financial transactions for the Circuit Clerk's office. Also, the incumbent is responsible for greeting the public as they enter the Circuit Clerk's office in a friendly, professional and informative manner.

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

1. Greet the public entering the office in a friendly, professional and informative manner.
2. Answer the telephones in the office in a professional manner, pertaining to the collection of payments for Circuit Court and child support, when needed.
3. Collect and receipt all monies paid to the Washington County Clerk's office in the amount of roughly \$900,000.00 annually for the following items:

- Restitution Due to Washington County
- Washington County Juvenile Probation Fees
- Washington County Criminal/Juvenile Fines
- Washington County Criminal/Juvenile Public Defenders Fund Fees
- Washington County Criminal/Juvenile Public Defenders Attorney Fees
- Washington County Criminal/Juvenile Public Defenders User Fees
- Washington County Criminal/Juvenile Court Cost
- Washington County Circuit Court Collection Fees
- Washington County Circuit Court Drug Court User Fees
- Washington County Circuit Court Drug Court Testing Fees
- Washington County Circuit Court Booking Fees
- Washington County Circuit Court Drug Crime Fees
- Washington County Circuit Court Jail Fees
- DNA Database Fees
- Sex Offenders Registration Fees

4. All monies collected are receipted and deposited daily in the Circuit Fine and Cost Account and the Juvenile Fine and Cost Account.
5. Maintain journal records on all monies collected daily, monthly, and annually on Criminal and Juvenile accounts.

- 6. Maintain current checkbook records, deposits, and journals daily on Criminal and Juvenile accounts.**
- 7. Run end-of-day reports and make sure all receipts, money and reports balance on Criminal and Juvenile accounts.**
- 8. Write refund checks daily.**
- 9. Enter cost due from new judgments daily from all Criminal and Juvenile Courts.**
- 10. Enter old judgments and back payments in the computer system.**
- 11. Enter current end past checkbook records, deposits, and journals on Criminal and Juvenile accounts.**
- 12. Compile monthly report detailing itemized accounting of all funds collected, refunded and disbursed to the proper line items and funds within Washington County treasurer's office.**
- 13. Prepare, distribute, and file copies of the monthly report.**
- 14. Prepare special income and expense reports, upon request for State Auditors, budgeting, for Quorum Court meetings.**
- 15. Interface with the public, other departments, agencies or offices to furnish and/or obtain necessary information.**
- 16. Assist with other duties as required for maintaining smooth operations within the department.**
- 17. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.**
- 18. Help out with collections in child support department.**
- 19. Appear and testify in court proceedings.**
- 20. Type Satisfaction letters, releasing liens on Adult Criminal Fines.**
- 21. Reconcile Bank Statements for Advance Cost, Child Support and Fee Accounts**

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EXPERIENCE-GENERAL:

High school diploma with emphasis in accounting; two to four years of experience with bookkeeping or banking knowledge. Good math skills and organizational skills are also necessary for this position with excellent knowledge of criminal court system, terms and language and associated files.

EXPERIENCE- MANAGEMENT: None

EDUCATION:

The incumbent must have a minimum of high school diploma or general education degree (GED) with emphasis in accounting; at least five (5) years of experience with bookkeeping or banking knowledge. Good math skills and organizational skills are necessary for this position. Four (4) years of experience in the court system is essential 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 money collected on a daily basis. The incumbent must be capable of making decisions on proper collection and receipting. They must be able to think quickly and effectually in communication with people of all walks of life.

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 placement of the funds the office receives. A high degree of concentration is a requirement in data entry.

ANALYTICAL ABILITY/PROBLEM SOLVING:

The position requires continuous attention to details. The individual 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:

None

RESPONSIBILITY FOR FUNDS:

Money (\$900,000.00 annually) 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 an accurate paper trail of all monies collected.

ACCOUNTABILITIES:

The incumbent must account for all monies collected and are accountable to the State auditors. They must keep payments for Court, defendants, public defenders, prosecuting attorneys, and probation office current.

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, and 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 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.

15. 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 is regularly required to sit; use hands to finger, handle, or feel objects; and talk or hear. The employee frequently is required to walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or stand.

The employee must regularly lift and/or move up to 10 pounds.