

**Washington County
Job Description**

JOB TITLE: Bookkeeper/Data Supervisor

Exempt: (Y/N):

DATE REVISED: September 2011

DEPARTMENT: Circuit Clerk

SUPERVISOR: Circuit Clerk

SUMMARY:

Under the direction of the Circuit Clerk, the Bookkeeper/Data supervisor is responsible for 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; training six (6) clerks in the correct procedures of the Judicial System. In the absence of the Circuit clerk and Chief deputy clerk, the incumbent acts as the supervisor of the Circuit Clerk's office. Supervising 18+ deputy clerks in the Circuit Clerk's Office and carries out supervisory responsibilities in accordance with the county's policies and applicable laws. The incumbent assists in overseeing the total operations of the in-house computer system. Maintaining the integrity of the system, organizing workflow of the office, and training users in the system is the job of the incumbent. There is significant accountability of providing quality Service through accurate and timely processing of data. Everyone in the courthouse has access to the index and court cases. The clerks (20) of the Circuit Clerk's office have access to the Verdict side along with the Judges, Case Coordinators and Court Reporters, twenty-six (26) in this category. There are 180 Internet users plus 6 (six) daily downloading users. Included on the system are twenty four (24) printers in various locations in the courthouse. In addition, the incumbent is responsible for the organization and operations of the scanning department along with the responsibility of clerking for the court for Jury trials.

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.
4. 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
5. Maintain daily deposits and reports from our E-Recording customers.
6. Turn over all monies to the Treasurer with reports for State and County agencies each month.

- 7. Data Entry for Criminal Court, including new case files and pleadings.**
- 8. Expungement of Criminal records with correct documents sent to Government agencies.**
- 9. Back up for the Juvenile Court.**
- 10. Assign E-Recording Customers, index E-Recording and proof E-Recording. Help E-Recording customers with problems.**
- 11. Back up for Real Estate desk and Court Counter**
- 12. Work closely with the prosecuting attorney's office pertaining to Criminal and Juvenile Case files.**
- 13. Oversee the Scanning Department/ Real Estate, Court Orders, Liens, Judgments, etc. Organizes the daily workflow of 7 employees. .**
- 14. Provide training for Scanning of documents**
- 15. Provide assistance to various people who use the in-house system. This includes judges, attorneys, secretaries, abstractors, other county officials, and the Administrative Office of the Courts at the State Capital. Must be able to answer a multitude of questions as they arise**
- 16. Assist co-workers with operation of computer along with other users.**
- 17. In the absence of the Computer Administrator, maintain the physical operations of all equipment, printers, modems, and perform technical repairs, as needed, in order to maximize "up time" of the system. Contact outside vendors to correct problems as necessary.**
- 18. Provide backup for data entry of Juvenile, Domestic Relations and Civil Cases.**
- 19. Work with auditors from the Administrative Office of the Courts; provide information on a daily basis.**
- 20. Filing pleadings in the case files.**
- 21. Clerk for Jury Trials. Maintain accurate Jury records of at least 200 jurors of 4 separate jury terms for six (6) Judges .**
- 22. Train and supervise 7 deputy clerks to sit in on Jury Trials for Judges.**
- 23. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.**
- 24. Maintain a current knowledge of all Arkansas Court laws pertaining to Circuit Court.**
- 25. Interface with the public, other departments, agencies or offices to furnish and/or obtain necessary information.**

26. Work Court-department counter in helping customers, as well as processing mail. Assist the public in filing lawsuits, answering questions, etc. either on the phone or in person including, issuing summons, executions, writs, subpoenas, notary bonds as requested and/or certifications.
27. Maintain accurate records and reports of Jurors for 1st through 7th division courts. Prepare payout and proof to assure proper credit.
28. Notify jurors to appear for court as requested by Judges. Call role, impanel jurors and swear witnesses for six (6) panels.
29. Back-up person for the Land Recorders entry work.
30. Proof Real Estate entries.
31. Assist with other duties as required maintaining smooth operations within the department.
32. Travel out of town to classes when required.

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 experience with bookkeeping or banking knowledge. Good math skills and organizational skills are also necessary for this position. In the absence of the Circuit clerk and Chief deputy clerk, the incumbent acts as the supervisor of the Circuit Clerk's office. Supervising 17 + deputy clerks in the Circuit Clerk's Office and carries out supervisory responsibilities in accordance with the county's policies and applicable laws.

EXPERIENCE/MANAGEMENT:

Directly supervises 7 employees within the Circuit Clerk Department. Carries out supervisory responsibilities in accordance with the County policies and applicable laws. Responsibilities include interviewing, assisting in hiring, terminating and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

EDUCATION:

The incumbent must have a minimum of high school diploma or general education degree (GED) with emphasis in accounting; at least two (2) 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:

In this seniority position, the incumbent must be able to proceed alone and make quick and accurate judgments without seeking authority from a superior. They must be resourceful and creative in decision-making. Must be able to organize work in an efficient manner and have the ability to train others in a patient, diligent manner,

MENTAL DEMAND:

Problem solving skills are crucial to this position. 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 the absence of the Computer Administrator, they must maintain the physical operations of all equipment, printers, and perform technical repairs, as needed, in order to maximize "up time" of the system. They must contact outside vendors to correct problems as necessary.

ANALYTICAL ABILITY/PROBLEM SOLVING:

With the many facets of this position, problem-solving skills are crucial. The incumbent must have good reasoning and logic to communicate with employees, Judges and members of the jury panels. This individual must have good communication skills along with a friendly, yet professional and informative manner. Must be responsible and have the ability to make mid management decisions with little or no review of top management. In real estate areas an investigative mind is mandatory.

RESPONSIBILITY FOR WORK OF OTHERS:

The incumbent is responsible for the training and daily work of 7 employees within the scanning department and court department. Each of these areas must be kept up daily. The individual works closely with the assistant bookkeeper. The incumbent carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

RESPONSIBILITY FOR FUNDS:

The incumbent has the responsibility for over two and half million (\$3,500,000.00) per year. It is mandatory that these funds are accounted for and entered into the proper funds and paid out to the proper people. There must be undivided attention to detail in collecting, posting, making deposits, writing checks and balancing statements. Also with setting up automatic deposit for customers, reconciling Court desk receipts with entry cash input on as daily basis. Accountability is uppermost. The individual must be able to use their own judgment to determine matters such as where funds are to be credited, and have skills necessary to interpret the legislation that mandated the use of the funds, which the office receives. Assist and work closely with State Auditors to balance accounts.

RESPONSIBILITY FOR ACCURACY:

Accuracy of all transactions is crucial to the efficiency of this position. In working with over \$3,500,000.00 yearly, accuracy is mandatory. State audited, books must be balanced daily. Court Orders must be read and the bookkeeper must determine if the funds equal what the order states. In reading the order, is the proper person named, etc. As Criminal Data clerk all pleadings must be read and docketed, expungements must be handled with care. Accuracy to all documents is crucial to the court system.

ACCOUNTABILITIES:

In all areas of this job, bookkeeping, data supervision, jury supervision, criminal docketing and working with the public require accountability. Each category has its own group to be answerable too. Bookkeeping, auditors; Data Supervision, employees, abstractors, assessor, tax collector, public; Jury Supervision, Judges, juries, plaintiffs, defendants, public; Criminal Docketing, Court, judges, public, prosecuting attorney, public defender, State of Arkansas, defendants and public. The incumbent must account for all monies collected and must be accountable to the State auditors

CONTACTS WITH PUBLIC:

The incumbent must possess the ability to establish good rapport with individuals often under difficult circumstances. Jurors must be treated with great care and respect when being contacted to report on a given day and a given time in a sufficient, pleasing manner. Data supervisor must treat the public with courtesy and care while the criminal side calls for polite firmness.

CONTACTS WITH EMPLOYEES:

At all times the incumbent must have the ability to stimulate the employee while keeping a good rapport within the office. They must keep an even balance between being supervisor and fellow employee. They must provide training to 7 employees.

MACHINE-COMPUTER OPERATIONS:

Machine skills including typewriter, computer, limited programming, FAX machine, copier, and calculator are required by this individual. 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.

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.