

WASHINGTON COUNTY
Job Description

JOB TITLE: Civil Process Bookkeeper

Exempt (Y/N): No

DEPARTMENT: Sheriff's Office

DATE PREPARED: October 2012

SUPERVISOR: Executive Assistant Admin Sheriff

SUMMARY:

The Civil Process Bookkeeper directly supervises the Assistant Civil Process Bookkeeper and two Secretary/Receptionist positions. The Civil Process Bookkeeper is responsible for the accurate recordkeeping of financial transactions for the Sheriff's Office. This translates to dealing with over 5,000 financial documents annually. In accordance with audit requirements and state law, he/she is ultimately accountable for maintaining accounts and documentation of all monies collected for felony bonds, civil process fees, detention fees, and miscellaneous fees. This is approximately \$ 650,000 annually. He/she is responsible for the monthly reconciliation of (3) bank accounts, preparing and posting deposits, and writing all checks for these accounts. He/she runs daily reports and assures all receipts, money, and reports balance with the Journal. He/she compiles itemized monthly report for all monies collected and disburses money accordingly. He/she must be knowledgeable of Arkansas Codes and civil procedures to be able to deals with legal matters related to the civil process section of the Sheriff's Office and follows up with attorneys, defendants, and others parties having direct interest.

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

1. Provide courteous assistance to the public, other departments, agencies or offices to furnish and/or obtain necessary information.
2. Prepare daily reports and maintain all accounts for money received for accident reports, animal control, bonding fees, booking fees, civil process fees, warrant fees, work release fees, felony bond, Writ of Execution, Fees for Writ of Execution, commission for sale fees, and miscellaneous fees with an approximate annual total of \$650,000.00. Prepare daily deposits for accounts. Ensure that monies collected are receipted, posted, and deposited daily. Review that all monies are correctly collected and documented. Override receipts and make modifications as needed.
3. Write all checks for refunds, forfeitures, and disbursements from the Felony Bond Account, Execution Account, and Fine and Fee Account which includes all civil process fees and detention center fees. This is approximately 450 checks annually. Order checks and deposit slips for the accounts as needed for daily operation.
4. Receive, log, compute interest and totals, and maintain files on each Writ of Execution ranging in amount from hundreds to multi million dollar writs. Diligently document and follow the strict time limit on Writ of Executions in accordance with state law. Enter all deputies' returns of service on Writ of Execution and provide appropriate documentation of service to the court, attorney and/or person requesting service.

5. Maintain and balance petty cash fund.
6. Receipt in all money paid towards fee for writs, Writ of Executions, and commission of sale fee. Coordinate the advertisement and sale of seized property, assist in seized property inventory, document sale proceeds, and prepare all legal documents in regard to Writ of Execution; Certificate of Levy, Bill of Sale, Notice of Sale, Sheriff's Deed, Certificate of Purchase, and Certificate of Sale.
7. Prepare monthly invoices for (24) state agencies for all civil process fees and writ of execution fees. Receive and receipt in all invoice payments. Document all receipt numbers and money received in each case in the computer.
8. File forms in accordance with state law with the Unclaimed Property Division with the Arkansas Auditor.
9. Assist in preparing juror summons and documenting the service of the summons for (6) Circuit Judges, which equate to approximately 8,000 annual summons letters.
10. Maintain cooperative and accommodating relationship with Legislative Audit. Provide income reports, financial documents, and information for auditors as needed in a timely manner.
11. Provides financial, statistical, and miscellaneous reports as requested by department personnel.
12. Keep filing system update and organized for easy reference.
13. Perform clerical duties which include data entry, photocopying, filing, email documents and correspondence, prepare and send mail, and fax documents.
14. Assist with other duties as required maintaining smooth operation within the department.
15. Supervise, resolve problems, and organize assignments for three (3) office personnel and instruct personnel on acceptable office procedures.

SUPERVISORY RESPONSIBILITIES:

Supervises the Assistant Civil Process Bookkeeper and two secretary/receptionists assigned to this area. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include: resolving problems, directing work, addressing complaints, and performance appraisals.

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:

Associate's Degree (A.A.) or equivalent from two-year College or technical school and five years related experience and/or training; or equivalent combination of education and experience in lieu of post secondary education.

OTHER SKILLS and ABILITIES:

The individual should be a self-starter with a high level of organization and the ability to prioritize. He/she needs a high degree of concentration with a great deal of attention to detail. He/she must be capable of making decisions quickly and effectually with minimal supervision. He/she should possess moderate accounting skills and basic knowledge of the Judicial System and legal terminology. He/she must have knowledge of modern office practices, procedures, and equipment. Strong written and verbal communication skills for public relation responsibilities are needed to establish good rapport with individuals often under difficult circumstances. Knowledge of basic computer software such as Microsoft Excel, Microsoft Word, and the ability to adapt to changing software as needed.

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 high to moderate.