

WASHINGTON COUNTY
Job Description

JOB TITLE: Hot Check Administrator

Exempt (Y/N): No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: September 2012

SUPERVISOR: Chief Deputy Prosecuting Attorney

SUMMARY:

Incumbent is responsible for coordinating and administering the Hot Check Program and supervision of the Restitution Clerk. This position is responsible for maintaining three trust accounts and one prosecutor fee account. Meets with merchants with hot checks, issues warrants and information, prepares defendant's file for Prosecutor for trial and is responsible for verification of final disposition and judgment.

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

1. Supervise the work activities of two part-time check collection clerks and Restitution Clerk.
2. Contact businesses to familiarize them with Prosecutor's Hot Check Program and recruit their participation. Train merchants concerning hot check statutes and necessary procedures involving check acceptance.
3. Supervise or perform duties involving the initial receipt of hot check affidavits. Review, enter information into computer, review existing file on each defendant and prepare felony affidavit if warranted.
4. Supervise or perform the certified notification of person who wrote check.
5. Accept or supervise acceptance of payments for hot checks, including entry of information into computer and printing of receipts.
6. Control and track collection of funds by maintaining an audit trail of transactions, including deposit of payments into correct checking account and balancing four checking accounts on monthly basis. Prepare monthly, quarterly and yearly accounting reports of program activities.
7. Supervise or prepare the disbursement of restitution checks.
8. Prepare or supervise the preparation of warrants for those checks which are not collected at the end of ten days and verify warrants are served.
9. Prepare appropriate legal documents for deputy prosecutors to utilize in court cases. Work with defense attorneys and public to reach plea agreements. Must be available to testify in court.
10. Manage Hot Check office administration such as purchasing supplies, and preparing statistics

for quorum court.

11. Manage Prosecutor's Asset Forfeiture account and Drug Control Fund, including ensuring all forfeited monies are collected and disbursed to the proper agencies.
12. Prepare report on Asset Forfeiture Account and Drug Control Fund for State Drug Director twice a year and is accountable for audit of the same.
13. Maintain an audit trail of Drug Asset Forfeiture Account and represent office on any spon-checks.
14. Create forms and brochures as needed for Hot Check Program.
15. Contact police agencies regarding forgeries. Prepare forgery affidavits, obtain proper signatures, and maintain chain of custody of forged checks.
16. Oversee court-ordered restitution payments made by defendants. Work closely with the Adult Probation Department in determining decisions to file Violation of Probation Motions.
17. Review each case file to verify that a Judgment has been entered. If not, check case file in Circuit Clerk's Office. Make copy of existing Judgment and send to each party (i.e. defense attorney, WCSO, etc.)
18. Supervise activities of Restitution Clerk and review records and bookkeeping.
19. Sole responsibility for accounting of funds collected by Hot Check Program. Must adhere to the Arkansas Hot Check Laws and policies set up by the Prosecutor Coordinator's Office in Little Rock. The Prosecutor Coordinator's Office sends auditors at regular intervals to spot-check records.
20. Prepare quarterly Federal and State tax reports.
21. Prepare monthly Federal and State tax reports.
22. Handle arraignments in Court in the absence of Case Coordinator.
23. Prepare W2 and 1099 tax forms for employees hires through the Hot Check Fee Account.
24. Serve as the Mental Commitment Liaison.
25. Take all phone calls regarding mental health issues. Receive the 72 hour hold letters from doctor.
26. Coordinate with the Mental Commitment petitioner about the respondent, explaining the statute to them on who can be filed on, assist them in completing the petition, explain the procedures, and make a determination.
27. Forward Mental Commitment petitions to the Prosecuting Attorney and review the case with him. Forward the petition and order to a Judge for signing. File mark paperwork, and notify

Ozark Guidance Center. Fax paperwork to the Washington County Sheriff's office, police departments, and hospital. Notify petitioner of hearing date and location.

28. Ensure all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.

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

Minimum of undergraduate degree or equivalent experience; must have at least ten years of combined paralegal and supervisory experience.

OTHER SKILLS and ABILITIES:

The incumbent should be a self-starter; have strong written and verbal communication skills; must have understanding of legal terminology; must possess the ability to establish good rapport with individuals, often under difficult circumstances; must be able to work without direct supervision. The incumbent should possess computer skills, such as PowerPoint, Microsoft Word, Corel 8, Excel; and have knowledge of general office machines, such as computer, calculator, copier, FAX, printer, Multi-Media Projector, Poster Maker, audio/video, etc. Must be willing to work long hours for trial preparation.

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 is regularly required to sit, bend, and stoop; use hands to feel, finger objects and to talk, or hear. The employee must occasionally reach with hands and arms; stand and walk.

Specific vision abilities required by this job include close vision.

The employee is frequently required to lift or move up to ten (10) pounds.

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 typical work environment is moderate.