

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN F

POST DATE: March 2, 2017

APPLICATION DEADLINE DATE: March 17, 2017

Applications to be filed with Human Resources Department – Court House Annex.

POSITION: Part-Time Automation Clerk

DEPARTMENT: Clerk of Courts/Bureau of Collections

RATE OF PAY: \$ 9.54 per hour

HOURS WORKED: As Scheduled

OVERALL OBJECTIVE OF JOB: This position is a flexible part time position that is responsible for the collection of court costs, fines and restitution ordered by the Court in all criminal, juvenile, and miscellaneous cases. A position in this class has a significant degree of contact and potential danger in dealing with adult and juvenile offenders and the public. An employee in this position reports directly to the Bureau of Collections Director.

QUALIFICATIONS:

High School diploma or equivalency is required. Having some business, clerical, and computer training is helpful. Some college education in criminal justice or relevant courses is preferred but not required. Two years working experience in an office environment, government, or court or court-related system preferred. Candidates with an acceptable combination of relevant training and/or experience will be considered.

ESSENTIAL FUNCTIONS OF JOB:

1. Communicates with convicted adult defendants, adjudicated juveniles, attorneys, probation/parole officers, court, county, or state officials and staff, prison staff, law enforcement officials, employers, and members of the public in a professional manner in the performance of daily duties.
2. Openly, professionally, and courteously communicates with co-workers in the completion of office tasks and personal assignments and contributes to a cohesive work environment.
3. Maintain confidentiality of protected information in accordance with various laws, policies, and procedures.
4. Attend all required meetings, trainings, and seminars as assigned including but not limited to AOPC classroom training, in office training, and courtroom observation.
5. Learn and maintain a working knowledge of the court processes, case management, and office policies and procedures as they pertain to the duties of this position in particular and the Collection Bureau in general.
6. Works independently and cooperatively in the completion of office duties and tasks as required.
7. Answers phones and provides information to individuals permitted to receive it.
8. Pick up and process daily postal mail as needed.
9. Prepares and delivers daily bank deposits as needed.
10. Process payments via cash, check, money order, and online sources and provide receipts when necessary.
11. Utilize Common Pleas Case Management System (CPCMS) for proactive and reactive case management procedures.
12. Utilize common computer software such as Microsoft WORD and EXCEL to create and process necessary documents.
13. Creates new office files as needed for new cases disposed by the Court and maintains them in accordance with office policy and procedure.
14. Conducts intake interviews with adult and juvenile offenders timely and provides relevant information needed for their successful completion of Court Ordered requirements.
15. Establish, modify, and enforce payment plans based on income, ability to earn, or as dictated by the Court.
16. Prepares collection reports and takes necessary enforcement actions when delinquency has occurred.
17. Utilizes all available enforcement remedies in order to create compliance in delinquent cases.
18. Maintains necessary case notes indicating all steps and progressions of the management of the case.
19. Locates offenders that have failed to notify us of their current address, phone number, employer, etc.
20. Locates victims whose address is needed for the efficient administration of the case.
21. Prepares necessary Court Orders for attachment of employment wages.
22. Prepares and assigns reasonable Delinquency Agreements with individuals who are past due on their payment plans and monitors them for compliance with the agreement.
23. Prepares cases for exoneration if a defendant is deceased as needed.
24. Utilizes liens filed against defendants for collection of costs, fines, and restitution.

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Page 2

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Basic knowledge and skills of clerical practices and office procedures commonly employed in the private sector or government collection offices.
2. Proficiency in mathematics, spelling, grammar, and any other skill required for effective communication.
3. Ability to learn administrative policies and procedures, relevant statutes, and court rules and regulations governing criminal prosecution and collection processes.
4. Ability to calculate and process payments.
5. Ability to communicate effectively with defendants, attorneys, members of the judiciary, co-workers, supervisors, representatives of other court and county offices, and the public.
6. Ability to prioritize and organize caseload assignments.
7. Ability to successfully complete a criminal information background investigation prior to appointment.
8. Ability to operate and maintain office equipment.
9. Ability to learn and utilize computer programs for effective case management, creating necessary documents, and locating individuals.

WORKING CONDITIONS:

1. Works indoors in adequate office space, lighting, ventilation and temperatures.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Below normal indoor exposure to dust/dirt.
4. Works with inmates, convicted individuals, and their families and may be subject to irate behavior.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, document, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing and walking and occasional periods of bending, twisting, stooping, reaching as necessary to carry out essential job duties.
3. Dexterity requirements range from coordinated movements of fingers/hands for utilizing office equipment, to simple dexterity of feet/legs/torso as necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with a maximum weight of ten (10) pounds.
5. Must be able to cope with the physical and mental stresses of the position.
6. Must be able to move frequently throughout the work day as needed to carry out essential job duties.
7. Must be able to pay close attention to details and concentrate on work.

AN EQUAL OPPORTUNITY EMPLOYER