

**Superior Court of the State of California
County of Yuba
Court Collections Clerk
Series Specification**

SCOPE

This series specification describes four Court Collections Clerk classes used in the Court.

- Court Collections Clerk I
- Court Collections Clerk II
- Court Collections Clerk III
- Court Collections Clerk IV

DEFINITION OF SERIES

The Court Collection Clerks perform specialized collections and accounting duties in support of Court operations, including: pursuing and securing payment of receivable and delinquent accounts; collecting and recordkeeping of payments; applying applicable collections and accounting laws, methods, techniques and procedures for court-ordered fines and fees; reviewing clients' financial documents, setting up payment plans; identifying potential fraud and contacting appropriate department for investigation. The four levels within this series are distinguished primarily by the complexity of work, level of independent judgment and level of supervision required, and action and application of specialized technical knowledge. Incumbents within this series perform varying levels of the following duties:

- Perform technical and complex accounting and financial transactions.
- Research resources of individuals, such as employment, bank accounts and other resources; prepare and submit legal documents for the attachment or garnishment of resources as required.
- Provide information to the courts, clients, employers, business owners and the public regarding assessments and billings; explain complex laws, codes and regulations related to the function to which assigned.
- File claims and interact with bankruptcy trustees; determine non-collectable delinquent accounts, prepare cases for legal action and testify in court as required.
- Prepare and maintain computerized financial spreadsheets for ledgers, trusts and statistical records.
- Prepare monthly, quarterly and annual Federal, State and other statistical, accounting and financial reports with significant departmental impact.
- Review and reconcile varied reports and journals, general ledgers, revenue or related financial or business data; prepares journal entries.
- Audit accounts by verifying balances against beginning and ending information; ensure that accounting principles and procedures are met.
- Locate individuals who have moved to another location or left the state.
- Maintain accurate records and files; input information in a centralized computer system to ensure that applicants for assistance in other counties will be targeted for revenue collection.
- Assist with cost accounting and budget preparation.
- Receive and balance monies.
- Provide assistance to the public over the telephone or at a public counter.

DISTINGUISHING CHARACTERISTICS

COURT COLLECTIONS CLERK I

This is the entry level classification of the Court Collections Clerk Series. Under direct supervision, incumbents in this classification perform duties noted in series definition. Incumbents may be assigned other clerical duties as needed.

COURT COLLECTIONS CLERK II

This is the journey level classification of the Court Collections Clerk series. Under limited supervision, incumbents are fully capable of performing a broad range of collections duties, including the duties noted in the series definition.

COURT COLLECTIONS CLERK III

This is the advanced journey level classification of the Court Collections Clerk series. Under general supervision, incumbents in this classification perform a wide variety of complex and difficult duties in collections and accounting requiring independent judgment in the interpretation and application of rules, procedures and policies of the division.

COURT COLLECTIONS CLERK IV

This is the senior level classification of the Court Collections Clerk series. Under general direction, incumbents in this classification perform the most complex and difficult duties in collections and accounting that require advanced expertise and specialized knowledge, which involve analyzing and interpreting statistical reports. Incumbents in this classification may also lead lower level Court Collections Clerks.

MINIMUM QUALIFICATIONS

Newly appointed incumbents will be required to pass a detailed background investigation, drug screening and be bondable.

COURT COLLECTIONS CLERK I

Education: High school diploma or GED

Experience: Two years of experience in general principles of examining and reviewing accounting, bookkeeping, financial or statistical data, and familiarity with collections work.

COURT COLLECTIONS CLERK II

Education: High school diploma or GED

Experience: Either one year of experience at a level equivalent to the Court Collections Clerk I; **or** two years of demonstrated knowledge and specialized clerical experience in examining and reviewing accounting, bookkeeping, financial or statistical data, and collection procedures and methods.

COURT COLLECTIONS CLERK III

Education: High school diploma or GED

Experience: Either two years of experience at a level equivalent to the Court Collections Clerk II; **or** four years of demonstrated knowledge and specialized clerical experience in examining and reviewing accounting, bookkeeping, financial or statistical data, and collection procedures and methods.

COURT COLLECTIONS CLERK IV

Education: An Associate's degree from an accredited college with course work in accounting, bookkeeping, or a related field; **or** additional directly related experience may be substituted for the education on a year-for-year basis;

Experience: Two years of experience at a level equivalent to the Court Collections Clerk II; **or** six years of demonstrated knowledge and specialized clerical experience in examining and reviewing accounting, bookkeeping, financial or statistical data, and collection procedures and methods, two of which must have been in a lead capacity.

KNOWLEDGE AND ABILITIES

The Court Collections Clerk is a progressive series; as such the requirements for higher level classifications include the requirements of the lower level classifications.

COURT COLLECTIONS CLERK I

Knowledge of:

- Basic accounting record keeping and financial processing concepts and procedures.
- Business arithmetic, algebra, statistics, and their applications.
- Modern office equipment, methods, procedures, and computer hardware and software.

- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Ability to:

- Make accurate arithmetic calculations.
- Maintain accurate financial records and reports.
- Perform detailed accounting support work.
- Operate standard office equipment.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

COURT COLLECTIONS CLERK II *(In addition to above)*

Knowledge of:

- Policies and procedures related to the functional area(s).
- Applicable laws, codes, and regulations pertaining to collections.
- Principles and practices of financial record keeping and bookkeeping.
- Practices of reviewing financial documents for completeness and accuracy.
- Basic budgetary practices and terminology.

Ability to:

- Organize research and maintain files.
- Review financial documents for completeness and accuracy.
- Prepare accurate and timely billings and reports.
- Work with limited supervision in standard work situations

COURT COLLECTIONS CLERK III *(In addition to above)*

Knowledge of:

- Policies and procedures related to the functional area(s).
- Applicable laws, codes, and regulations pertaining to collections.
- Principles and practices of financial record keeping and bookkeeping.
- Practices of reviewing financial documents for completeness and accuracy.

Ability to:

- Use initiative and independent judgment within general procedural guidelines.
- Review, post, balance and reconcile complex financial records.
- Organize own work, set priorities and meet critical deadlines.
- Interpret, apply, and explain applicable laws, codes, and regulations.
- Review, post, balance and reconcile a variety of statistical and financial records.

COURT COLLECTIONS CLERK IV *(In addition to above)*

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Principles and practices of complex and difficult revenue collection work.
- Methods of analyzing budget, technical reports, financial statements, and spreadsheets.

Ability to

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within general policy guidelines.
- Organize, prioritize, and coordinate work activities to meet critical deadlines.
- Perform the most complex and difficult, technical and specialized, revenue collection, payroll, billing and other accounting support work.
- Interpret, applying, and explaining applicable laws, codes and regulations to non-routine situations.

WORKING CONDITIONS

Court Collections Clerk uses standard office equipment, including a computer, in the course of work; may drive a motor vehicle to attend meetings and visit work sites.

PHYSICAL DEMANDS

Incumbents in this class are expected to work inside buildings; to work either alone or closely with others; to lift and carry objects weighing up to 25 pounds; see well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Reasonable accommodations may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.