

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 22, 2016

OPEN UNTIL FILLED

DEPARTMENT: Clerk of Superior Court

POSITION: Accounting Clerk Specialist

LOCATION: Globe

JOB CODE: 16-055

ANNUAL SALARY: \$27,511-\$29,575 DOE

PURPOSE OF THE JOB

Performs complex clerical accounting duties involved with maintaining specialized and complex financial records; establishes, maintains and reviews accounting records, may assist in other related financial transactions; may serve as lead to other staff and may work under stress of deadlines. This position administers financial matters for all case types and makes adjustments to ensure accuracy. The specialist performs accounting duties, including account maintenance, payment monitoring and collections. Other administrative tasks include setting up payment contracts and disposition of charges, preparation of child support orders, judgments for delinquent fee deferrals, and the processing of juvenile and criminal case files, along with other legal documents. Monitors and ensures compliance with policy and procedures and provides customer services.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Establishes, maintains and reviews accounting financials ordered by the court; sets up payments and contracts in accounting system; converts financials for juvenile and criminal cases from old to current accounting system; selects, prepares, and enters all cases into collection databases (FARE and TIPS); maintains deferral contracts, prepares notices, financial contracts, and monitors payments and reports; prepares and records judgments for delinquent deferrals; calculates child support orders and enters financial data into automated Arizona child support system; prepares and sends domestic relations income withholding orders to employers; maintains and prepares monthly account receivable billings to Public Fiduciary	50%
<ul style="list-style-type: none">Processes complex accounting, financial documents and transactions in compliance with all applicable rules, regulations and procedures requiring knowledge of multiple processes and procedures. Provides information to the public or to County departments that require the use of judgment and the explanation of processes, rules or procedures; explaining procedures, answering questions and conducting general research; resolves complaints in an efficient and timely manner	15%
<ul style="list-style-type: none">Posts debits and credits to journal on a routine basis. Receipts all payments received by mail, and tax intercepts annually. Manages hold payments and victim's addresses. Issues restitution checks and makes daily bank deposits.	15%
<ul style="list-style-type: none">Receives, examines, and logs legal documents in court system. Posts payments and enters data into manual and automated systems. Verifies completeness and validates accuracy of data entry. Performs interest computations. Identifies unclaimed monies and forwards same to Arizona Department of Revenue. Completes mandatory 16 hours of continuing education and certification for Arizona Child Support System yearly.	20%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position provides research support on department level budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails and formal letters.

Continued on page 2.....

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Sometimes (More than 10% but less than 25% in a year).

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Clerical, customer and personal service, mathematics, finance and accounting.

SKILLS REQUIRED

Active learning, analytical thinking, customer service, problem solving, developing alternative solutions, time management, multi-tasking, typing and data entry.

ABILITIES REQUIRED

Solve problem sensibly and swiftly, perform mathematical operations, focus, multi-task and maintain calm demeanor in stressful situation.

PHYSICAL DEMANDS

- Occasionally stands to attend to cash register; occasionally stands to attend to customers.
- Routinely sits to complete report, operate computers and attend to other duties.
- May be required to lift work related materials up to 25 lbs.
- Constantly requires dexterity for keyboard operation.
- Incumbents in this position may be required to routinely walk to and from work sites, bend, stoop and twist.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment; occasionally spends time in lobby environment and automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk; occasionally, may become exposed to telephone verbal abuse by customers or citizens and individuals with high level of emotional distress.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.