CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Court Accounting Technician**	**UNION:1937**
		SG:109
CLASS TITLE:	**Accounting Technician**	**CS:E/P**
		FLSA:Y
DEPARTMENT:	**Municipal Court**	**EEO4CODE:AS**

JOB SUMMARY:

The Court Accounting Technician performs complex accounting and operational support for the Municipal Court. The position is responsible for maintaining and monitoring all accounting and financial records of the court and monitoring a wide variety of functions such as criminal and traffic violations, with the authority to make adjustments and changes to court accounts. Responsible for financial operations of the Judicial Information System (JIS). Assists court clerks with questions and problems and provides assistance in interpreting department policies and procedures. Responds to questions from the public about court procedures and payment of court mandated fees. Performs senior level clerical tasks as assigned.

SUPERVISORY RELATIONSHIP:

Reports to the Court Administrator. Provides technical direction to other staff in the day-to-day operations of the Court related to area of assignment. Assists other staff in balancing receipts and resolving problems. Work is performed under general supervision and in accordance with State, City, Municipal Court and departmental policies, procedures and protocols.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Responsible for the accounting and financial records for all Municipal Court functions or parking management system. Prepares monthly remittance of money collected with accompanying journal of transactions, reconciles bank statements, and maintains checkbook records for the Court's bank account. Creates, maintains, verifies, monitors and makes changes and adjustments to all financial records using computer and ledger records.

2. Monitors payment of court-imposed fines. Takes appropriate action in accordance with court policy including pursuing collection of delinquent accounts and dishonored checks, arranging time payments and initiating procedures for collecting bonds on defendants failing to appear in court.

3. Researches, develops, and implements changes within the department to accommodate new laws, policies, and procedures affecting the operation of the Court. Ensures that proper application of policies and procedures occurs in the department. Acts as a resource to other employees in the department regarding handling complex or non-uniform situations and problems. Institute improvements and solutions to handle problems and ensures the efficient administration of all financial records.

4. Initiates and responds to court correspondence and arranges meetings. Prepares correspondence for the Court Administrator and Judge. Responds to correspondence requests

and makes account adjustments and arrangements. Conducts complex and detailed research of correspondence requests that require action by the Judge.

5. Monitors case disposition for compliance with court orders. Processes commitments, releases, and referrals. Liaison to other City departments and interacts with other agencies to release information and conduct research on case accounts such as probation, mental health and alcohol counseling centers.

6. Researches, analyzes and develops a variety of management reports from computer database records such as caseload, revenue, remittance, trust summary, ledger, receivables and payables.

7. Audits bank account and trust account. Releases bail revenue, bonds, and refunds to City, State, agencies, defendants and/or case participants. Provides paper trail/documentation for State Auditor's inquiries.

8. Verifies accuracy of credit card bureau accounting and banking reports. Resolves discrepancies. Initiates update of accounting records.

9. Manages caseloads including suspensions, revocations, and issuing arrest warrants. Analyses and prepares case management reports for the Court Administrator. Acts as department liaison to various City departments, law enforcement agencies and staff regarding case status or deficiencies.

10. Acts as main point of contact for the Municipal Court for financial databases and systems. Develops, plans, implements, and monitors conversions, including analysis and testing. Works with vendors and City Information Technology staff to resolve problems, develop protocols, and meet goals. Provides technical expertise and is responsible for on going continuity and staff training.

11. Assists the Court Administrator in developing procedures and reporting formats to establish or improve specific accounting processes to meet legal requirements. Responsible for financial operations of the court's Judicial Information System (JIS).

ADDITIONAL WORK PERFORMED:

1. May approve acquisition of supplies and office equipment. Gathers information for purchasing decisions.

2. Performs duties of the court process specialist staff when needed during peak workloads and in the absence of other staff.

4. Performs related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Federal and state reporting requirements and other applicable laws, City ordinances, City and departmental policies and procedures, and union contract provisions.
- Working knowledge of bookkeeping and financial record keeping principles and practices.
- Knowledge and experience to apply legal terminology.
- Knowledge of case management procedures and rules.
- Thorough knowledge of City, State, Municipal Court and departmental policies, procedures and protocols.
- Standard office practices and procedures including ability to file alpha-numerically, indexing, cross reference methods, etc.
- Good working knowledge of standard office equipment operation including shredder, copier, fax, electronic telephone system, and computer.

Skill in:
- Strong computer skills including data entry/retrieval, word processing, State of Washington judicial information systems, accounting software, database products, and spreadsheets for the development and maintenance of record keeping systems.
- Good interpersonal skills including the ability to work with co-workers using courtesy, tact, and good judgment.
- Good oral and written communication skills.

Ability to:
- Maintain a variety of specialized records and to prepare reports and presentation materials in appropriate format.
- Work independently and prioritize workload to carry out the responsibilities of the position.
- Analyze and interpret complex financial data and develop procedures and practices to promote efficiency within the division.
- Operate a 10-key calculator with speed and accuracy.
- Add, subtract, multiply, divide, and perform basic statistical calculations.
- Work with a high degree of accuracy and attention to detail and follow detailed procedures.
- Function effectively in an advanced technology environment and contribute to the Department's overall mission and goals.
- Willingness and ability to maintain confidentiality of sensitive information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
  - Frequently operate a computer;
  - Frequently communicate in person and over the phone;
  - Move between work sites;
  - Occasionally transport objects weighing up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

The work is performed in an office environment. Works extensively at a computer workstation. Routinely deals with angry and demanding people.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college course work in accounting or business field.
- Two years progressively responsible bookkeeping/ accounting support experience utilizing computerized accounting systems and spreadsheets, preferably working with the public in a court or legal environment.
- Demonstrated knowledge of legal terminology.
- Supervisory or lead experience preferred
- A combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal conviction and local background check
- Must sign a confidentiality agreement with the State of Washington for access to databases.

PREPARED BY: Linda Storck
R. Mueller
4/12

REVIEWED BY: _____
Darlene Peterson

REVISED BY: A. Sullivan
9/21