



Proposed

Judicial Collections Assistant Director
Budget Office

JC/2
Pay Grade: 23

JOB SUMMARY

Assists Director in the supervision of Judicial Collections and ensures compliance with State mandates and the State Office of Court Administration. Maintains communication with the District & County Court Judges to accomplish the overall goals and objectives of the Office of Judicial Collections.

MAJOR DUTIES

- Assist in the supervision and direction of all Judicial Collections Staff.
- Provides direction necessary to control Judicial accounts receivable of delinquency debt and losses within the County Courts.
- Handles complex defendant issues in Judicial Collections Department.
- Submits all required reports on a timely basis.
- Ensures compliance with state mandates.
- Assist in the implementation of policy and procedures in accordance with Judicial Collections, County and State.
- Assists defendant with Application for Extension of time for Payment and upon verification, prepares Payment Agreement based on court rulings.
- Coordinates with court officers to ensure accurate and current status of defendants.
- Reviews Payment Due List regarding defendants in delinquent status.
- Maintains files and records of Payment Agreements.
- Maintains daily activity reports for review.
- Reviews collection reports with the Judicial Collections Director
- Responds to questions by general public, courts and other agencies concerning general information about Department's policies and procedures.
- Assesses any additional court costs or fees as per Judge's orders.

- Processes payments received.
- Assist in submission of daily cash reports and maintaining bank accounts and reconciliation of same.
- Maintains a high level of professionalism in exercising job duties.
- Practices safety and security measures at all times.
- Performs any other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Must have the ability to work in a fast paced organization with multiple challenges.
- Respond to requests and inquiries from citizens and businesses in stressful situations.
- Knowledge of standard collection practices as allowed by state and federal law.
- Ability to train, coordinates, and provide work direction to court personnel who are associated with the collections process.
- Possesses excellent analytical abilities.
- Must be able to handle large amounts of money.
- Must possess sound judgment and demonstrate professionalism in daily operations.

SUPERVISORY CONTROLS

Reports to the Judicial Collections Director.

GUIDELINES

Guidelines include Texas Office of Court Administration, Collection Program guidelines, the Webb County Policies and Procedures, and Civil Service rules. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related specialized duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to perform specialized duties related to the collection of Judicial Collections. Success in this position contributes to the efficiency and effectiveness of department operations.

CONTACTS

- Contacts are typically with co-workers, other county personnel, court personnel, defendants, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to sit or stand for prolonged periods of time.
- Must be able to lift 30-45 lbs.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Supervises and provides direction and instruction to all Judicial Collections Staff and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results

MINIMUM QUALIFICATIONS

- Minimum of two years/sixty hours from a recognized university or college and/or two years' successful experience in a position of comparable scope and complexity.
- Must have four years' experience in collections.

OTHER REQUIREMENT/INFORMATION

- Must possess a valid and current Texas driver's license for the type of vehicle or equipment operated.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service.

ACKNOWLEDGEMENT

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

Employee's Signature

Print Name

Date

Supervisor's Signature

Print Name

Date