

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	Court Accounting Technician	UNION:114
CLASS TITLE:	Accounting Technician	SG:9
DEPARTMENT:	Municipal Court	CS:E/P
		FLSA:Y
		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 all court accounts. The person in this position acts as co-administrator of the Judicial Information Systems (JIS) software system. 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. Also performs senior level clerical tasks.

SUPERVISORY RELATIONSHIP:

Reports to the Judicial Services Director. Provides direction to other staff in the day to day operations of the Court. Assists other staff in balancing receipts and resolving problems. Works independently in performing job duties. Works under 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 Director 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 Director. Acts as department liaison to various City departments, law enforcement agencies and staff regarding case status or deficiencies.
10. Acts as site administrators for all databases and systems. Develops plans, implements, and monitors conversions, including analysis and testing. Liaison/works with vendors and computer technicians to resolve problems, develop protocols, and meet goals. Provides technical expertise and is responsible for on going continuity and staff training.
11. Assists the Director in developing procedures and reporting formats to establish or improve specific accounting processes to meet legal requirements. Acts as co-administrator of the Judicial Information System (JIS) computer software. Assigns security, implements updates to software, assists in problem resolution with staff.

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):

- Broad knowledge of accounting principles and practices applied to full charge posting and closing of financial records.
- Knowledge of accounts receivable management including collection of delinquent accounts.
- Working knowledge of governmental accounting and auditing practices applicable to the work performed.
- 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.
- Ability to use a variety of computer software applications, including State of Washington judicial information systems, accounting software, database products, and spreadsheets for the development and maintenance of record keeping systems.
- Basic math skills including the ability to accurately add, subtract, multiply, divide and compute percentages. Ability to understand and apply basic mathematical formulas.
- Knowledge of standard business English usage, spelling grammar and function.
- Ability to use standard office equipment including desktop computer, typewriter and calculator.
- Keyboard skill of 45 wpm NET.
- 10-key skill of 133 keystrokes per minute (KPM) with 95% accuracy.
- Ability to communicate effectively with the other employees, City staff and the general public using courtesy, tact and good judgement.
- Good oral and written communication skills.
- Ability to organize and prioritize one's workload to meet deadlines involved in maintaining several financial systems. Good time management skills.
- Ability to research.
- Ability to work independently under general supervision.
- Ability to analyze and interpret complex financial data and develop procedures and practices to promote efficiency within the division.
- Ability to review the work of other employees and provide direction and training on methods and procedures to accomplish work.
- Willingness and ability to function in a high stress environment and deal with difficult or angry individuals.
- Ability to maintain a problem-solving approach while dealing with interpersonal conflict, personal rejection, hostility or time demands.
- Ability to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job.

WORKING ENVIRONMENT:

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

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of college course work in accounting or business field. A minimum of 2 years progressively responsible accounting experience, preferably working with the public in a court or legal environment. Demonstrated knowledge of legal terminology. Supervisory or lead

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experience preferred, or any combination of experience and education which provides the skills, knowledge and abilities to perform the essential functions of the job.

NECESSARY SPECIAL REQUIREMENT:

- Due to access to privileged information contained in Court files, candidates must pass a Police Department criminal convictions records and fingerprinting check prior to hire.
- Must sign a confidentiality agreement with the State of Washington for access to databases.

PREPARED BY:

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4/12

REVIEWED BY: _____

Linda Storck, Director
Judicial Services

COMMISSION ALLOCATION: _____