

## PROBATION COLLECTIONS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for pursuing the collection of payments involving court ordered fines, restitutions and drug fees. Pursuit is conducted by correspondence, phone contact or by office consultation. The incumbent is not expected to complete home visitation. An employee in this class also performs clerical duties related to the issuance and tracking of violations. The work is performed under general supervision with detailed instructions given regarding department objectives. A Probation Collections Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Conducts correspondence with defendants and victims regarding the sentence, amount and method of restitution and payment of court ordered judgements;
- Monitors and pursues enforcement of court ordered payments by verbal or written persuasion, delinquency notifications, wage attachments and violation petitions;
- Enters and verifies account information into a computerized system making changes when necessary to update and maintain current and accurate account information;
- Posts to journal or ledger accounts remittances and disbursements;
- Generates monthly check run and types checks for disbursement;
- Prepares a variety of reports related to the collection of fines and court ordered payments;
- Confers with victims/beneficiaries by telephone or mail regarding the status of accounts;
- Locates probationers, clients, victims and beneficiaries by searching computerized records or by contacting the post office, police agencies, etc.;
- Reviews court calendars to track civil judgements which have been ordered by the courts for collection of monies;
- Prepares and types a variety of records and reports associated with the collection of fines and restitutions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to operate alphanumeric keyboards accurately at an acceptable rate of speed; ability to understand and carry out oral and written directions; ability to listen and make clear and accurate explanations of agency policies or requirements; ability to be courteous yet firm with the public; ability to prepare written material; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A) Graduation from a regionally accredited or New York State registered college or university with at least an associate's degree in criminal justice, paralegal studies or accounting;

OR

B) Two years of experience involving the interviewing of others or collection of delinquent payments or accounts.

*SPECIAL REQUIREMENT*: The ability to be bonded.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 10/24/96

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