



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Financial Associate II

LOCATION: Clerk of Courts

HIRING RANGE: \$19.24-\$21.38/Hr.

STATUS: Full time

HOURS PER WEEK: 37.5

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

POSITION TITLE: Financial Associate II

DEPARTMENT: Clerk of Courts

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Conducts financial transactions for the Clerk of Courts office , including collection of fines and forfeitures from the public, under general supervision and guidelines established by the Circuit Judges and the Clerk of Courts.

ESSENTIAL FUNCTIONS:

1. Receives money and issues receipts for fines, bond payments, attorney's fee payments, restitution and other court-ordered costs. Tracks credit card receipts and reports. Accepts payments on outstanding warrants and processes recall notices with the Sheriff.
2. Assists Accounting Supervisor in processing State Debt Collections Agency and Department of Revenue actions. Sends debts to and receipts payments from those agencies. Generates collection agency reports.

3. On a daily basis, balances and reconciles cash drawers and prepares paperwork for bank deposits.

ADDITIONAL ESSENTIAL DUTIES:

1. Works with customers to establish payment plans. Enters arrangements into CCAP. Monitors payment plans for compliance.
2. Assists customers with inquiries on financial obligations in person, via telephone, fax or electronic mail.
3. Opens mail and processes financial correspondence, including the collection of payments.
4. Prepares weekly failure-to-pay actions and notices.
5. Prepares monthly budget reports for the Clerk of Courts Office and circuit courts.
6. Ensures that confidentiality regarding office business is maintained at all times.
7. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Accounting Supervisor.
2. Works with Chief Deputy Clerk of Courts, other Clerk of Courts and circuit court employees, other County departments, external agencies, attorneys, and the public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or equivalent required, with some post-high school training preferred.
2. Two years' or more related experience, including experience or training in bookkeeping, accounting, or recordkeeping.
3. Public contact and varied secretarial or office experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work under pressure, maintain a positive attitude and maintain effective working relationships with customers, coworkers, the public, and other agencies with a focus on customer service excellence.
2. Ability to maintain a high level of discretion, confidentiality and integrity.
3. Thorough knowledge of office terminology, practices, procedures and equipment.
4. Ability to follow complex oral and written instructions.
5. Ability to organize work that varies in volume and urgency with frequent interruptions in a busy office setting with limited supervision.
6. Strong written and verbal communication skills including listening skills.
7. Computer skills including knowledge of Microsoft Office applications. Ability to enter data accurately and learn and use CCAP software.
8. Ability to handle money and work accurately with figures.
9. Ability to accurately and consistently file electronic and paper documents.
10. Ability to type accurately at a rate of 35 words per minute.
11. Thorough knowledge of bookkeeping practices and procedures.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.

3. Ability to use standard office equipment including telephone, ten-key calculator, computer, computer cash drawer, printer, fax machine, photocopier and scanner.
4. Ability to travel to other County departments and locations.