

# Washington County

## Civil Process Bookkeeper Supervisor

### Job Description

<b>Job Code:</b>	17
<b>Exempt:</b>	No
<b>Department:</b>	Sheriff's Office
<b>Reports To:</b>	Fiscal and Administrative Manager
<b>Location:</b>	Sheriff's Office
<b>Date Prepared:</b>	October 11, 2018
<b>Date Revised:</b>	June 15, 2021
<b>Safety Sensitive:</b>	This position is designated as safety/security sensitive and is subject to pre-employment, reasonable suspicion and random drug and alcohol screening.

#### **GENERAL DESCRIPTION OF POSITION**

The Civil Process Bookkeeper Supervisor directly supervises (3) positions; the Assistant Civil Process Bookkeeper and two Warrants/Records Clerk positions. This position is responsible for the accurate recordkeeping of financial transactions for the Sheriff's Office. This translates to dealing with over 5,000 financial documents annually. In accordance with audit requirements and state law, this position is ultimately accountable for maintaining accounts and documentation of all monies collected or held which shall include felony bonds, civil process fees, detention fees, and miscellaneous fees, which is generally in excess of \$ 900,000. The Civil Process Bookkeeper Supervisor is responsible for the monthly reconciliation of (3) bank accounts, preparing and posting deposits, and writing all checks for these accounts. This position runs daily reports and assures all receipts, money, and reports balance with the Journal. The Civil Process Bookkeeper Supervisor compiles an itemized monthly report for all monies collected and disburses money accordingly. Must be knowledgeable of Arkansas Codes and civil procedures to be able to deal with legal matters related to the civil process section of the Sheriff's Office and follow up with attorneys, defendants, and others parties having direct interest.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Provide courteous assistance to the public, other departments, agencies or offices to furnish and/or obtain necessary information.
2. Prepare daily reports and maintain documentation of all monies collected or held for accident reports, animal control, bonding fees, booking fees, civil process fees, warrant fees, work release fees, felony bond, Writ of Execution, Fees for Writ of Execution, commission for sale fees, and miscellaneous fees which is generally in excess of \$900,000. Prepare daily deposits for accounts. Ensure that monies collected are receipted, posted, and deposited daily. Review that all monies are correctly collected and documented. Override receipts and make modifications as needed.
3. Write all checks for refunds, forfeitures, and disbursements from the Felony Bond Account, Execution Account, and Fine and Fee Account which includes all civil process fees and detention center fees. This is approximately 500 checks annually. Order checks and deposit slips for the accounts as needed for daily operation using county issued P-card.
4. Receive, log, compute interest and totals, and maintain files on each Writ of Execution ranging in amount from hundreds to multi-million dollar writs. Diligently document and follow the strict time limit on Writ of Executions in accordance with state law. Enter all deputies' returns of service on Writ of Execution and provide appropriate documentation of service to the court, attorney and/or person requesting service.

5. Maintain and balance petty cash fund, for making change, in the amount of \$200.00.
6. Receipt in all money paid towards fee for writs, Writ of Executions, and commission of sale fee.
7. Coordinate the advertisement and sale of seized property, assist in seized property inventory, document sale proceeds, and prepare all legal documents in regard to Writ of Execution; Certificate of Levy, Bill of Sale, Notice of Sale, Sheriff's Deed, Certificate of Purchase, and Certificate of Sale.
8. Prepare monthly invoices for (24) state agencies for all civil process fees and writ of execution fees. Receive and receipt in all invoice payments. Document all receipt numbers and money received in each case in the computer.
9. File forms in accordance with state law with the Unclaimed Property Division with the Arkansas Auditor. Send out Due Diligence letters to those who have uncashed checks from our bank accounts, process replacement checks as requested.
10. Assist in preparing juror summons and documenting the service of the summons for (6) Circuit Judges, which equate to approximately 8,000 annual summons letters.
11. Maintain cooperative and accommodating relationship with Legislative Audit. Provide income reports, financial documents, and information for auditors as needed in a timely manner.
12. Maintain up to date records of bank accounts and confirm that they are properly collateralized at all times. If an account is going to exceed the FDIC insured amount, contact the bank and obtain an additional pledge on the account to insure the balance.
13. Maintain scrap metal permits, applications, and all paperwork for businesses that handle scrap metal transactions. Receipt in monies for permit renewals and issue new permits yearly in accordance with state law.
14. Maintain all wrecker service records for more than (20) twenty active wrecker companies on the Washington County Sheriff's Office wrecker service rotation. Remove companies from the tow rotation when they fail to provide updated records. Communicate this information to the 911 Communications Director and Administrative Captain to ensure all wrecker services that are used by the Sheriff's Office have both valid insurance and are in good standing with the Arkansas Towing and Recovery Board at all times.
15. Receipt in monies for special permits required for exotic animal owners, which are located in the county, in accordance with state law. Keep records of exotic animals located within the county and make sure all information is forwarded to the Animal Control department.
16. Provides financial, statistical, and miscellaneous reports as requested by department personnel. Reviews the financial documents of the Detention Administrative Assistant to ensure accuracy of all Sheriff's Office accounts and to comply with auditors recommendations.
17. Keep filing system updated and organized for easy reference.
18. Answer telephones in a professional manner pertaining to Civil Process, answer questions and direct calls to appropriate person and/or take messages.

19. Perform administrative duties for multiple Civil Process deputies, the Administrative Lieutenant and the Captain. This may include typing, faxing, scanning, answering and distributing phone calls and making follow up phone calls to clients about civil paperwork.
20. Supervise, resolve problems, and organize assignments for three (3) office personnel and instruct personnel on acceptable office procedures.
21. Assist with other duties as required maintaining smooth operation within the department.
22. Maintain time clock, complete yearly employee performance evaluations, and assist in the hiring process for new personnel in the civil process, records/warrants, and accounts payable departments.
23. Coordinate the car seat program by maintaining records related to inventory of seats, installations, and Child Passenger Safety Technician certifications.
24. Provide Notary Public services for the general public and detainees.
25. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 5 years related experience and/or training, and 7 to 11 months related management experience, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Must be able to obtain and maintain CJIS certification or (ACIC) Basic certification.

## **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Intermediate: Accounting, Alphanumeric Data Entry, Database, Spreadsheet

Basic: Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

## **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## **ANALYTICAL ABILITY / PROBLEM SOLVING**

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

## **RESPONSIBILITY FOR WORK OF OTHERS**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

## **ACCURACY**

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve

the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

## **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

## **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

## **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

## **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

#### **ADDITIONAL INFORMATION**

##### **EDUCATION and/or EXPERIENCE:**

Associate's Degree from two-year College or technical school or equivalent and/or five years related experience and/or training; or equivalent combination of education and experience in lieu of post-secondary education.

##### **SUPERVISORY RESPONSIBILITIES:**

Supervises the Assistant Civil Process Bookkeeper and two secretary/receptionists assigned to this area. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include: resolving problems, directing work, addressing complaints, time clock entries, and performance appraisals.

##### **OTHER SKILLS and ABILITIES:**

The individual should be a self-starter with a high level of organization and the ability to prioritize. He/she needs a high degree of concentration with a great deal of attention to detail. He/she must be capable of making decisions quickly and effectually with minimal supervision. He/she should possess moderate accounting skills and basic knowledge of the Judicial System and legal terminology. He/she must have knowledge of modern office practices, procedures, and equipment. Strong written and verbal communication skills for public relation responsibilities are needed to establish good rapport with individuals often under difficult circumstances. Knowledge of basic computer software such as Microsoft Excel, Microsoft Word, and the ability to adapt to changing software as needed.