

**INGHAM COUNTY
JOB DESCRIPTION**

COLLECTION TECHNICIAN - CIRCUIT COURT

General Summary :

Under the supervision of the Director of Pretrial Services, processes court appointed attorney vouchers including following up on any questions or problems related to such vouchers. Opens clients accounts, receives and posts payment to accounts, and otherwise updates such accounts. Monitors unpaid accounts and takes action to attempt to collect, which may include setting up alternative payment plans.

Essential Functions :

1. Processes vouchers for court appointed attorneys, includes logging vouchers, ensuring that attorney was assigned the case number on the voucher, logging payment of vouchers, updating client account information, and following-up on any questions or problems related to such vouchers.
2. Does merge in word processing so that system will prepare orders regarding court appointed attorneys and prepares reimbursement orders reimbursing the County for court appointed attorney fees.
3. Reviews court appointed attorney forms and extracts information to open and update client accounts, includes entering data on address, telephone number, attorney, charge, bond amount, and related information.
4. Receives and posts payments from clients. Monitors unpaid charges.
5. Contacts clients by telephone or in person to seek payment. Coordinates the follow-up delinquency payment process in accordance with court policy and direction. Utilizes system to generate notices. Sets up alternative payment plans where appropriate.
6. Enters bond information to computer, prints cash receipts, and types orders releasing cash bonds as appropriate. Logs payment of bond money reimbursing court appointed attorney.
7. Sends bond violation notices to defendant and counsel.
8. Responds to telephone calls from attorneys, clients, and the courts, and answers inquiries related to collection and related issues, and refers other calls to appropriate staff or department.
9. Assists in the purchasing function of the unit by ordering supplies and obtaining quotes on equipment and major purchases.
10. Serves as back-up to the clerk and may answer questions referred to Investigator as necessary during instances of staff absence.

Other Functions :

11. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college.

Experience: One year related legal, court or criminal justice system experience providing familiarity with bookkeeping and collections.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve data from a computer.

Ability to access all files.

Ability to access various locations of the court.

Working Conditions:

Works in office conditions.