

**INGHAM COUNTY  
JOB DESCRIPTION**

**ACCOUNT CLERK II - FRIEND OF THE COURT**

**General Summary:**

Under the supervision of the Assistant Friend of the Court/Operations, receives and processes large wage assignments through the mail or electronically transferred and ensures that the proper cases are credited. Responds to inquiries related to accounts, arrearages, and related accounting matters. Balances wage assignments entered and funds electronically received for the day.

**Essential Functions :**

1. Receives and processes large wage assignments through the mail or electronically transferred. Compares employer submissions to prior listing of payors, notes changes, and enters changes to the system. Generates error listing and resolves with casework staff.
2. Follows-up with caseworkers on a daily basis for allocation of payments, such as payments that will overpay a case, large payments, or a payment where a bench warrant was issued. Prepares lists of cases with case identification information and the reason the payment will not allocate.
3. Responds to inquiries regarding wage assignments and/or directs calls to appropriate individuals. May require preparing and delivering to caseworkers copies of print-outs showing payment amounts, case number, case name, and allocation of payment.
4. Updates information on computer such as total number of payments processed, total amount processed, number of batches processed, and employer information.
5. Batches, posts and balances total wage assignments daily. Calculates daily deposits and compares tape total to computer system total.
6. Follows-up on returned checks for bad addresses and enters case identification information to computer, and prepares report for enforcement.  
  
Prints reports on checks being held and provides to caseworkers. Enters information on how to allocate money being held.
7. Responds to correspondence related to account information, arrearages, abatements, and related accounting matters.
8. Performs a variety of support tasks such as preparing mailings, operating copying machine, and performing related tasks.

9. Backs up cashiers and other Friend of the Court/Operations support staff.

**Other Functions :**

10. 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. Prefer some advanced coursework related to data processing and accounting.

**Experience:** One year of experience involving accounting and data entry.

**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 access departmental files.

Ability to enter and retrieve information from a computer.

Prolonged sitting while entering data to computer.

**Working Conditions:**

Works in office conditions.