

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **DEPUTY CLERK/JUDICIAL ENFORCEMENT OFFICER**

Department: District Court  
FLSA Designation: Non-Exempt

Pay Grade: 7  
Effective Date: 10/04, 08/09

### **Purpose of Class**

Establishes, tracks, and monitors payment contracts for defendants; performs related work as required.

### **Primary Function**

The primary function of an employee in this class is to negotiate payment agreements with defendants for fines, costs, restitution, and reimbursements and track accounts as ordered by the Court. A Judicial Enforcement Officer must possess strong clerical and customer service skills; he/she has acquired knowledge of department functions through on-the-job experience and is a department-related specialist with a good working knowledge of department policies and procedures. The work is performed under supervision of the Deputy Clerk of the Court/Manager. The principal duties of this class are performed in a general office environment.

### **Essential Duties and Responsibilities** (will vary by assignment)

- Negotiates a workable payment schedule with defendants, attorneys, family members, and other responsible persons;
- Receives and processes payments made on court-ordered restitution, court costs, fines, fees, attorney costs, and other fees;
- Maintains payment, collection, current balance and related accounts, files, and records;
- Reviews public defender applications and non-payment affidavits;
- Identifies late, overdue, and fail-to-pay notifications, verifies status of defendant, and processes notifications to appropriate parties;
- Processes and prepares affidavits of non-compliance for judges;
- Schedules court hearings;
- Provides information and answers inquiries from the public, attorneys, elected officials, judges, and other interested and affected parties, following Court and County policies and procedures;
- Verifies and processes warrants for defendants failing to pay and/or failing to appear for hearings;
- Prepares information on collections and account status for court hearings, ensuring files are complete and current;
- Enters court orders and findings in computer tracking systems and prepares warrants, affidavits, and other documents;

- Communicates case status and recommendations to attorneys, parole and probation officers, law enforcement officers, court personnel, and other affected individuals and agencies;
- Performs all work duties and activities in accordance with County and Court policies, procedures, and safety practices.

### **Other Duties and Responsibilities**

- May perform duties of Deputy Clerk/Bonds and Fines, as assigned;
- Assists department personnel as needed;
- Performs other related duties as required.

### **Competency Requirements**

#### Knowledge of:

- Criminal court procedures and processes, especially as they apply to collecting and enforcing court orders for restitution and related fine and fee payments;
- Methods, techniques, and objectives of payment collections;
- Applicable laws, statutes, codes, and court policies and procedures on fines, costs, fees, restitution and related Court payments;
- Basic bookkeeping, cash handling, and accounting methods and procedures;
- Customer service methods, techniques, and objectives.
- Current office procedures and methods;
- Operation of standard office equipment, a personal computer, and job-related software;
- English grammar, spelling, and punctuation.

#### Ability to:

- Follow written and oral instructions;
- Maintain records, accounts, logs, reports, documents, correspondence, and related files;
- Prepare warrants, orders to show cause, and related Court orders;
- Establish communications and working relationships with defendants, attorneys, and court personnel, including under stressful and adversarial conditions;
- Apply policies and procedures governing the collection of restitution, fines, fees, and other court-ordered payments;
- Cope with stressful situations calmly, fairly, and tactfully;
- Operate standard office equipment, including a personal computer with program applications appropriate to assigned duties;
- Perform basic mathematical calculations accurately;
- Perform basic bookkeeping and accounting functions accurately;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively, verbally and in writing.

**Acceptable Experience and Training**

- High school diploma or GED equivalent is required; and
- One (1) to two (2) years customer service, accounting and bonds and fines-related experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and process and prepare written and text documents;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, strength, and agility, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period of time and work in an office environment.