



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Administrative Technician III **NEW:** **REVISED:** (Please check one)

REPORTS TO: Office Administrator **FLSA:** Non-Exempt **DATE:** 01/2020

DEPARTMENT: Prosecuting Attorney **JOB CODE:** 500

SUMMARY:

With general supervision, the Administrative Technician gathers and verifies restitution, delinquent tax and bad check documentation. Monitors restitution, delinquent tax and bad check payments, prepares deposits and reports. Provides information via telephone and in person regarding restitution, delinquent tax and bad check procedures and policies. Testifies in court as necessary.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Performs a variety of legal office support work; prepares letters, correspondence, forms, and other documents; prepares the daily deposit; maintains copies of documents; operates computers, maintains and updates files, electronic files and databases; performs word processing; maintains confidential files and records; operates office equipment; answers phone lines and e-mail and directs inquiries and information to the appropriate staff.

Monitors restitution, delinquent tax and bad check payments and prepares monthly restitution reports for Assistant Prosecuting Attorneys; balances the daily deposit reports; sends letters to defendants with past due restitution, taxes and bad checks; reviews cases set for final disposition for restitution; communicates and works with Probation and Parole to locate defendants and clarify restitution due on closed cases.

Receives delinquent tax referrals from the Missouri Department of Revenue; researches current addresses, dates of birth, and other pertinent information related to assigned cases; updates and scans data into electronic filing system; generates letters and notices for payment or payment agreements; monitors files for payment or issues garnishments; researches current employment and bank information, prepares garnishments to be signed by the Assistant Prosecuting Attorney; files garnishments with the Clerk’s Office; sends

garnishment information to the Sheriff's Department for service; monitors and issues new garnishments until judgment are paid in full; prepares collection letters as needed

Monitors payments of Administrative Handling fees and prepares collection letters as needed.

Returns non-charged checks to victim or merchants with complete explanation.

Prepares restitution, delinquent tax and bad check deposit of incoming funds and sends to the Boone County Treasurer's Office; prepares and sends Department of Revenue invoice as needed.

Reviews old bad check cases, researches new addresses for defendants, and corresponds with them regarding payment.

Provides information via telephone and in person regarding bad check, restitution and delinquent tax procedures and policies; maintains comprehensive information, confidential reports, files, and other confidential activities in the Prosecuting Attorney's Office.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to legal support work, including Microsoft Word and Excel.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Advanced knowledge of legal processes and terminology.
5. Advanced knowledge of the criminal justice system in the State of Missouri.
6. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
7. Skill in accounting or bookkeeping.
8. Skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
9. Advanced skill in handling stress successfully and the ability to work well with other employees, court professionals and the public.
10. Advanced skill in building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
11. Advanced skill in reading and preparing legal documents.
12. Expert skill in discretion and maintaining confidential information.
13. Ability to successfully complete Victim Advocate Training through the Missouri Association of Prosecuting Attorney's Victim Services Academy within the first year of employment.

14. Advanced ability to work independently and follow instructions.
15. Advanced ability to maintain a high level of accuracy and attention to detail.
16. Advanced ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, Court employees, attorneys, and members of other entities. This position is subject to large workloads and stressful situations regularly.

MINIMUM QUALIFICATIONS:

High School Diploma or GED, plus two years clerical or office management experience, and two years accounting or bookkeeping experience. Must possess a clear criminal history.

PREFERRED QUALIFICATIONS:

Bachelor's Degree in Accounting, Business Administration, Criminal Justice, Social Work or related field, plus experience working in a legal environment or in victim services, and the ability to type 45 WPM.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.