



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Bad Check/Tax Program Administrator</u>	NEW: _____	REVISED: <u>X</u>
		(Please check one)
REPORTS TO: <u>Office Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Prosecuting Attorney</u>		JOB CODE: 203

SUMMARY:

Under general supervision, the Bad Check/Tax Program Administrator oversees the bad check and delinquent tax operations of the Prosecuting Attorney's Office and performs tax administration duties.

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.)*

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 and prepares garnishments and second notices 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; issues new garnishments until judgments are paid in full; prepares collection letters as needed.

Receives returned checks and updates data entered into the Bad Check Computer program; prepares reports for Court, files, and businesses, reviews delinquent notices for criminal charges and warrants, special handling or second notices; monitors payments on Administrative Handling fees; returns non-charged checks to victim or merchants with complete explanation.

Reviews old bad check cases, finds new locations of defendants, and corresponds with them regarding payment; types and enters criminal charges for bad checks and forgeries, sending discovery, and related correspondence.

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

Serves as liaison between Prosecuting Attorney's Office and community on bad checks; composes responses to incoming mail for attorney's signatures; summarizes letters, articles, agreements, and documents; prepares extradition papers for criminal cases relating to bad checks and forgeries.

Performs a variety of legal office support work; prepares letters, correspondence, forms, and other documents as needed; receives, sorts and distributes incoming and outgoing mail; maintains copies of documents; operates computers, maintains and updates files and spreadsheets; performs word processing; operates office equipment; answers phone lines and e-mail; assists the public in person and by phone to take payments or answer inquiries as needed.

Prepares statistical reports; prepares restitution schedules for court on criminal cases relating to bad checks and forgeries; prepares updates for Bad Check software programs; communicates with and provides information to other Missouri Counties and States requesting information regarding Boone County's Bad Check Program.

Provides support in absence of the Account Specialist; collects money orders and administrative handling fees as needed; balances daily deposit as needed; sends notices as needed, types letters and masters for reproduction as needed.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to court 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. Knowledge of accounting or bookkeeping practices.
5. Knowledge of legal processes and terminology
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. Advanced skill in reading and preparing legal documents.
8. Advanced skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
9. Advanced skill in discretion and maintaining confidential information.
10. Advanced skill in handling stress successfully and the ability to work well with other employees, court professionals and the public.

11. Ability to successfully complete training on the MULES and CACS computer systems.
12. Advanced ability to work independently and follow instructions.
13. 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, law enforcement agencies, Court employees, attorneys and members of other entities. This position is subject to varying workloads and high stress situations.

MINIMUM QUALIFICATIONS:

High school diploma or GED, plus three 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 Criminal Justice or related field, experience working in a legal environment, 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.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)