



COUNTY OF NYE

CLASS TITLE: JUSTICE COURT COLLECTIONS SPECIALIST

BASIC FUNCTION:

Under direction, to perform a variety of duties involved in collecting fines and fees and in locating defendants for Nye County Justice Courts, and to provide technical assistance to the Judges.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Apply various computer techniques and procedures associated with locating individuals and their assets; contact outside agencies and other sources by phone, letter or in person; employ accepted skip tracing procedures
2. Update case management system on collections activities; determine which cases are to be opened, according to Court policy
3. Investigate, evaluate, and analyze financial statements related to debtor income, assets, and employment history in order to determine ability to pay; interview clients to discuss financial situation; set terms and methods of payment
4. Gather information and evidence to be used in civil and criminal proceedings in obtaining liens, judgments, and other legal actions; appear in the Courts on behalf of the County for collections; initiate and coordinate enforcement actions in Court with the District Attorney
5. Prepare a variety of forms, documents, and correspondence related to collection activities; prepare legal forms required to obtain judgments; prepare necessary correspondence for collection of unpaid accounts; ensure that clients are billed for costs of services or for fines and fees; prepare financial and statistical monthly reports; respond to notices of bankruptcy; prepare garnishments
6. Maintain records and files; maintain integrity of data contained in the case management system
7. Monitor and log Western Union "Quick Collect" payments
8. Plan and organize workflow and day-to-day operations involved in the collection of delinquent fees and fines and location of defendants
9. Apply various computer techniques and procedures associated with locating individuals and their assets; contact outside agencies and other sources by phone, letter or in person; employ accepted skip tracing procedures
10. Update case management system on collections activities; determine which cases are to be opened, according to Court policy

11. Investigate, evaluate, and analyze financial statements related to debtor income, assets, and employment history in order to determine ability to pay; interview clients to discuss financial situation; set terms and methods of payment
12. Gather information and evidence to be used in civil and criminal proceedings in obtaining liens, judgments, and other legal actions; appear in the Courts on behalf of the County for collections; initiate and coordinate enforcement actions in Court with the District Attorney
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14. Maintain records and files; maintain integrity of data contained in the case management system
15. Monitor and log Western Union "Quick Collect" payments

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High school diploma or equivalent supplemented by college level coursework in business, accounting, or related field, and two years of experience in collections.

KNOWLEDGE OF:

Modern office practices, methods, and computer equipment; Principles of business letter writing; Principles and procedures of financial record keeping and reporting; English usage, spelling, vocabulary, grammar, and punctuation; Basic mathematical principles; Principles and practices used in dealing with the public; Principles and practices of data collection and report preparation; Pertinent laws, rules, and regulations, which apply to the collection of delinquent accounts; Collection methods, techniques, and procedures; Investigative procedures applicable to the collection of delinquent accounts; Interviewing techniques and practices used to obtain factual information; Safe driving principles and practices.

SKILL IN:

Operate modern office equipment including computer equipment and software including Word, Excel, and Outlook; Type at a speed necessary for successful job performance; Operate a motor vehicle safely

ABILITY TO:

Learn Court case management system; Prepare and maintain accurate and complete records; Prepare clear and concise reports; Perform accurate mathematical computations; Collect, compile, and analyze information and data; Meet and deal tactfully and effectively with the public; Plan and organize work to meet schedules and timelines; Maintain confidentiality of information and data; Analyze situations carefully and adopt effective courses of action; Perform responsible collections work involving the use of independent judgment and personal initiative; Interpret and apply pertinent laws, rules, and regulations; Analyze and evaluate financial statements; Prepare and present actions in Court including

submission of evidentiary documents and presentation of facts and evidence; Determine responsibility for payment of delinquent accounts or revenues; Respond to requests and inquiries for information regarding collection policies and procedures; Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; Communicate clearly and concisely, both orally and in writing; Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

LICENSES:

Possession of, or ability to obtain, an appropriate, valid driver's license and NCIC and NCJIS certificates

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Exercises no supervision

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.