

**ALLEGAN COUNTY
57th DISTRICT COURT**

JOB DESCRIPTION

JOB TITLE: Chief Account Clerk/Administrative Assistant

REPORTS TO: District Court Administrator

SUMMARY

Serves as principal bookkeeping specialist for the District Court. Implements and monitors accounting procedures and financial controls, and maintains financial records. Supervises clerical staff in regards to proper *receipting of monies, checks, bond and restitution matters. Provides administrative support services, such as composing and preparing letters and memos, establishing office files and records, screening telephone calls and visitors, and assisting with a variety of administrative matters. May serve as a court recorder.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

- Supervises and trains clerical staff in proper payment receipting procedures, and assists with receipting related problems .*
- Assists with the Annual Report and budget preparation.*
- Monitors court budget transactions, maintains budget line item ledgers and ensures expenditures are within the approved budget. Monitors finance department and treasurer's office line item records to ensure accuracy; reconciles variances .*
- Prepares reports, spreadsheets and documents using various computer software programs.*
- Maintains bond, trust and depository accounts. Makes daily deposits into court accounts, reconciles accounts, prepares transmittals for funds received and maintains related financial records.*
- Prepares daily deposits, balances accounts, verifies cashiers information for accuracy and reconciles discrepancies. Balances and maintains bank statements .*

Chief Account Clerk/Administrative Assistant (continued)

- Prepares financial transmittals and transmittal reports, and maintains transmittal information .*
- Meets with auditors to provide and explain financial transactions and records. Reviews audit reports with auditors and Court Administrator and implements audit recommendations as directed.*
- Maintains records of bond accounts and processes bond refunds and forfeitures.*
- Creates and maintains restitution records and issues checks for payment of restitution in accordance with court orders.*
- Reviews bond, trust and restitution accounts for timely and proper processing and use of bonds and restitution.*
- Issues notice of insufficient funds to payers, schedules show cause hearings and issues show cause notices, reviews files for additional fees before hearings and notifies appropriate court staff .*
- Prepares and maintains ledgers of various fees , costs, interest earned and other financial information for the Court Administrator. Prepares ledger reports as required.*
- Reviews bills for accuracy and prepares payment vouchers for approval .*
- Performs various administrative support functions, such as compiling information for and preparing reports, assisting in development of court policies and procedures, conducting case processing, accounting, and case management related projects, and following-up on court projects.*
- Prepares required reports for SCAO and other agencies, judicial assignment forms, letters regarding certifications of convictions. Maintains escheat records and prepares escheat reports .*
- Reviews and prepares employee payroll reports. Maintains payroll related records .*
- Oversees and participates in the purchase of court supplies and equipment with the court and county purchasing policy.
- Prepares juror notices and correspondence, courtroom forms, on-call schedules, and updates juror related computer records.*

Chief Account Clerk/Administrative Assistant (continued)

- Performs secretarial services, such as typing letters, memos and other documents, composing correspondence in response to inquiries and to request information, establishing and maintaining office records and files, opening and routing mail, and scheduling appointments .*
- Receives and screens telephone calls and visitors. Provides case and procedural information and directs people to the proper person or court location*
- Operates a computer terminal to enter, update, correct and access case information, and to produce computer generated forms.*
- Provides secretarial support services to the judges and other court staff, and assists in other areas of the court as required.*
- May utilize video-recording equipment to re cord court proceedings. Requests speakers to appear at microphone, clarify inaudible statements, and spell technical or unfamiliar terms .*

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

QUALIFICATIONS

Education: Associates degree in accounting, business administration or closely related area. Bachelors degree in accounting, business administration or closely related area is desirable.

Experience: Two to three years of progressively more responsible or expansive accounting or bookkeeping experience, preferably in a district court or closely related setting.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

Certification as a Certified Electronic Operator (CEO) by the Michigan Supreme Court.