

Champaign County Job Description

Job Title: Account Clerk

Department: Circuit Clerk

Reports To: Chief Deputy Circuit Clerk

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - AFSCME Circuit Clerk

Prepared Date: December 9, 2021

SUMMARY: Performs accounting duties in compliance with generally accepted accounting principles, and clerical and routine administrative duties as signed. Works in coordination with the Accounting Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Accurate data entry of documentation from the Accounting Team into the court case management system.

Answering questions from courthouse patrons, pro se litigants, Judges and their support staff, and law enforcement departments and agencies, regarding court fines and fees, bond distribution and refunds, and child support payments.

Prepare email or letter correspondence to litigants as directed by the Accounting Team. Audits court files for accurate court ordered assessments. Sends cases to collection agency and/or state comptroller for late payments.

Prepare unclaimed property lists for review by the Accounting Team and subsequent submission to the State.

Balance cash drawer and prepares daily bank deposits.

Balance and reconcile bank statements.

Issue stop payments on checks, reissue checks as necessary, and clarify NSF checks.

Distribute funds as directed by the Accounting Team to the State and other units of government.

Prepare and distribute checks for bond refunds, bond assignments, and court ordered child support and/or spousal maintenance as directed by the Accounting Team.

Maintain general and subsidiary ledgers and journals; post debits and credits; and record weekly receipts and balances.

Other duties as may be assigned by the Circuit Clerk.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, consistently demonstrate professional and ethical conduct, be a collaborative, proactive, and positive member of the team, and have outstanding written and verbal skills. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED) with courses in bookkeeping and two years of responsible office experience; or equivalent combination of education and experience. Requires knowledge of modern office practices, principles of modern record keeping, set up and maintaining filing systems and of legal phrases and terminology. Skill to make and verify computations with accuracy, to compile statistical data and prepare routine reports. Skill in the operation of a computer as well as computer spreadsheet software, and basic proficiency in MS Word and Excel.

LANGUAGE SKILLS Ability to read and interpret documents such as spread and balance sheets, bank statements, and receipts.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as bond refund and disbursement, reconciliation, addition, subtraction, and percentages.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in writing or orally. Ability to deal with problems involving several concrete variables in standardized situations. Ability to organize and prioritize work and to coordinate several activities simultaneously.

CERTIFICATES, LICENSES, AND REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. The noise level in the work environment is usually quiet.