



## WASHINGTON COUNTY

*Job Description –Assistant Civil Process Bookkeeper*

### **Assistant Civil Process Bookkeeper**

**Job Code:** Grade 9  
**Exempt:** No  
**Department:** Sheriff's Office  
**Reports To** Civil Process Bookkeeper Supervisor  
**Location:** Sheriff's Office  
**Date Prepared:** 05/15/2021  
**Date Revised:** 05/15/2021

Safety Sensitive Designation Requirements:

**This position is safety sensitive and subject to pre-employment, reasonable suspicion, and random drug and alcohol testing.**

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant only to the extent medically and reasonably feasible*

#### **GENERAL DESCRIPTION OF POSITION**

The Assistant Civil Process Bookkeeper is responsible in administration of accounting, finance and other legal matters related to the civil process section of the Sheriff's Office, which translates to dealing with over 5,000 financial documents per year. They are also responsible for maintaining accurate records on said process and meeting with people directly involved in the flow of actions based on orders given by the Juvenile Court and the (6) six Circuit Courts of Washington County. Provide follow up with all attorneys, defendants, and others having direct interest in same. The incumbent will ultimately assist in maintaining accounts and documentation of all monies collected or held and judgments. This is generally in excess of \$900,000.



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#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Receive, log and maintain explanations relative to all Civil Process papers. Prepare all necessary papers for service to be made, (Summons, Order, Order of Delivery, Subpoena, Notice, Writ of Possession, Writ of Assistance, Writ of Replevin, Writ of Garnishment, Complaint, Motion, Petition, Lis Pendens, Orders of Protection, and Writs of Executions) etc., which normally averages approximately 3,500 documents per year.
2. Contact persons regarding civil papers, and provide assistance to all persons requesting information relative to all civil papers and judgments.
3. File correspondence and other records from courts, attorneys and state agencies regarding all civil papers. Maintain and keep accurate record of Civil Process files.
4. Assist with maintaining accounts and documentation of all monies collected or held for felony bonds, civil process fees, detention fees, accident report fees, warrant fees, work release fees, writ of execution and fees for writ of execution. Review that all fees and monies are correctly collected, documented and deposited daily. This is generally in excess of \$900,000.
5. Receive and record all revenue monies brought in by other departments of all Sheriff's Office, i.e., Fee Account, Writ of Executions, Felony Bond Account, Work Release, etc.
6. Assist as needed in preparing daily deposits for the Fee Account, Felony Bond Account and the Execution Account. Ensure all receipts and reports are in balance and that monies collected are receipted, posted and deposited daily.
7. Ensure that all documentation is accurate and thorough to facilitate the proper accounting process.
8. Prepare and mail-out 2,000 Jury notices every quarter, which equates to 8,000 per year, provide by Circuit and Chancery Courts and record responses from the 2,000 prospective Jurors that are required to call back into the Sheriff's Office.
9. Assist with maintaining all wrecker service records for more than (20) twenty active wrecker companies on the Washington County Sheriff's Office wrecker service rotation.
10. Ensure that all activities are professionally and ethically performed in accordance with law to protect the individual rights of Washington County.
11. Answer telephones in a professional manner pertaining to Civil Process, answer questions and direct calls to appropriate person and/or take messages.
12. Ensure that the public is treated in a courteous and friendly manner and that information common to the Sheriff's Office is accurately given to all office contacts.



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13. Perform liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
14. Perform secretarial duties, which include data entry, photocopying, scanning documents, filing, prepare and send mailings/correspondence and Fax documents.
15. Perform administrative duties for (3) Civil Process Officers, the Administrative Lieutenant and the Captain. This may include typing, faxing, scanning, answering and distributing phone calls and making follow up phone calls to clients about civil paperwork.
16. Provide Notary Public services for the general public and detainees.
17. Assist the receptionist with signing in and escorting all visitors and tours of the Sheriff's Office while maintaining accurate records of visitors to ensure compliance with Sheriff's Office policy.
18. Assist with other duties as required to maintain smooth operations within the department.
19. Perform any other related duties as required or assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 19 to 23 months related experience and/or training, or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed



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instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

#### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

#### **SOFTWARE SKILLS REQUIRED**

Intermediate: Alphanumeric Data Entry, Database, Spreadsheet

Basic: Accounting, Contact Management, Word Processing/Typing

#### **INITIATIVE AND INGENUITY**

##### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

##### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

##### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

#### **MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

#### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.



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#### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

#### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

#### **ACCOUNTABILITY**

##### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

##### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower. None. Job does not create any dollar monetary impact for the organization.

##### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

#### **PUBLIC CONTACT**

Regular contacts with patrons, either within the office or in the field. May also involve occasional self initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

#### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

#### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)



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#### **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

#### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

#### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision making.

While performing the functions of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, talk or hear; and occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

#### **ADDITIONAL INFORMATION**

##### **OTHER SKILLS and ABILITIES:**

The Assistant Civil Process Bookkeeper should be able to organize work so as to work with minimal supervision. The incumbent must have knowledge of modern office practices, procedures and equipment; have strong written and verbal communication skills for public relation responsibilities; have the ability to understand the Judicial System, accounting and bookkeeping skills. The incumbent must possess the ability to establish good rapport with individuals often under difficult circumstances. The incumbent must exhibit an in-depth knowledge of skills for operating calculator, computer with knowledge of Microsoft Excel, Microsoft Word, and additional accounting software.



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**SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_