

## Champaign County Job Description

**Job Title:** Account Clerk

**Department:** Circuit Clerk

**Reports To:** Financial Manager

**FLSA Status:** Non-exempt

**Employment Status:** Bargaining Unit - AFSCME Circuit Clerk

**Prepared Date:** December, 2018

**SUMMARY** Performs responsible accounting and clerical duties and routine administrative functions for an Elected Office holder, the head of a department or a high-level administrator.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Accurate data entry into the court case management system and official court record.

Answers customer questions regarding court fines and fees, bond refunds, and child support payments.

Writes correspondence to defendants in court cases, attorneys, and state agencies.

Audits court files for accurate court ordered assessments. Sends cases to collection agency and/or state comptroller for late payments.

Prepares unclaimed property lists and submits to the State and County Treasurers.

Balances cash drawer and prepares daily bank deposits.

Balances and reconciles bank statements.

Maintains statistical records and prepares periodic reports.

Transfers funds from various bank accounts as necessary; balances and reconciles bank statements; issues stop payments on checks, reissues check and clarifies NSF checks.

May train other Circuit Clerk staff on proper receipting and balancing procedures.

Distributes funds to the IL State Treasurer, municipalities, state agencies and other units of government.

Prepares and distributes checks for bond refunds, bond assignments, and court ordered maintenance.

Maintains general and subsidiary ledgers and journals; posts debits and credits; records weekly receipts and balances with computer printout. Examines and records financial transactions.

**SUPERVISORY RESPONSIBILITIES** May exercise supervision over one or several clerks responsible for routine clerical functions. This job has limited supervisory responsibilities.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 an online personal computer and terminal as well as computer spreadsheet software (basic proficiency in MS Word and Excel).

**LANGUAGE SKILLS** Ability to read and interpret documents such as spread and balance sheets, invoices, correspondence. Ability to write routine reports and correspondence. Ability to speak before the general public and employees of the organization.

**MATHEMATICAL SKILLS** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to organize and prioritize work and to coordinate a number of 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.

**NOTE: This document contains wording of a description of a general class of positions with the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential**

**functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.**