

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **JUDICIAL ACCOUNTING ASSISTANT**

Spec. No. 6074

### **BASIC FUNCTION**

To perform technical and specialized judicial financial and accounting services pursuant to state law, court rules; enter Superior Court judgments; and provide technical customer service.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Performs functions that involve the receipting, transfer and processing of funds for a broad variety of statutorily required Superior Court fees including required components and surcharges that comprise each specific type of filing fee. This includes cases falling within the categories of civil, domestic, probate/guardianship, adoption/parentage, juvenile, appeals from courts of limited jurisdiction and appeals to the State Court of Appeals and Supreme Court; and also includes identifying and receipting other fees/revenue including jury fees, witness fees, investment service fees, disbursement fees, grants, and felony fines and/or restitution.
2. Examines and analyzes Superior Court orders for legal and accounting requirements prior to the entry of accounts receivable, revenues and judgments into computerized accounting systems, including restitution owed to crime victims, court fines/costs and collections fees, in accordance with state law, court orders and generally accepted accounting principles.
3. Analyzes banking transactions and data and performs daily bank reconciliations for the Clerk's general checking and court registry bank accounts; posts interest earnings on investment accounts; analyzes all daily banking activity to ensure that the accounting system's balances reconcile to the daily and monthly bank balances; researches discrepancies and follows up on positive pay notifications on a daily basis; updates the accounting system and/or collaborates with bank personnel to ensure that errors and anomalies are corrected, which may include work on a county holiday that is a non-banking holiday.
4. Reviews and analyzes past due accounts for collections action, including the creation of past-due notices and summons for Administrative Enforcement Hearings; selects hearing candidates, schedules, plans hearing room arrangements, and creates and sends summons for monthly Enforcement hearings; reviews and analyzes past due accounts for referral to an external Collections Agency and/or collaboration with the Prosecutor's Criminal Division in the preparation of probation violation notices; staffs and provides support for Superior Court calendars, such as the probation calendars for in- and out-of-custody defendants.
5. Meets with and advises Superior Court defendants on matters concerning their payment schedules for legal financial obligations involving court fines/fees, collections fees and interest, and restitution owed to victims; develops and revises payment

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

arrangements with defendants and monitors for ongoing compliance with agreed-upon and/or court-ordered payment schedules.

6. Calculates and posts revenue and receivables, creates invoices, monitors, and reports on other revenues and accounts receivable, including mental health fees, vouchers from multiple state agencies, billings for appeals, and witness cost bills; follows through on past-due invoices and vouchers to ensure collection of county and state revenues.
7. Reconciles and accepts payments received from online payment vendor/website and collections agency; ensures accurate application or refund of all payments received; collaborates with vendors to research discrepancies, including case numbers and defendant/payer demographics.
8. Examines and analyzes court documents for the purpose of processing payments from the court registry, restitution, refunds, and all other disbursements.
9. Examines and analyzes court documents for the purpose of entering judgments in the Clerk's case management system (CMS); ensures the accuracy of calculations, entry of financial information, and adherence to statutory requirements and deadlines.
10. Assists the general public, attorneys/legal staff, Superior Court employees, Judges and Commissioners, defendants and government agencies in person, by phone or in writing by providing technical assistance and answering complex judicial accounting questions. Explains procedures and schedules; locates and provides information from Superior Court records while maintaining security and confidentiality as required; evaluates and diffuses sensitive and/or potentially volatile people and situations and reacts appropriately including contacting security when necessary.
11. Provides technical information about judicial accounting requirements and processes to law firms, financial institutions, and other government agencies in person, by telephone or in writing; provides professionally written responses to customers regarding authorized statutory requirements for judicial accounting policies; directs customers to other departments and agencies for further research assistance as needed.
12. Manages data and record-keeping systems to maintain complex databases for the purposes of collections and unclaimed property activities, researches demographics and performs skip-tracing activities as needed.

### STATEMENT OF OTHER JOB DUTIES

13. Recommends and assists in updating procedures as necessary. Recommends and helps implement accounting controls as appropriate; collects, analyzes and reports division productivity data; designs and recommends new forms, information systems, and reports as appropriate.

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### STATEMENT OF OTHER JOB DUTIES (Continued)

14. Performs select duties of Judicial Accounting Assistant Lead as assigned; provides back up and peak load coverage for co-workers and for other divisions in the Clerk's Office; performs Judicial Process Assistant and Judicial Operations Assistant duties as assigned.
15. Testifies in court cases as a subject matter expert regarding Clerk's Office policies and procedures and statutory responsibilities as required.
16. Trains and/or check work of Judicial Accounting Assistant trainees and Judicial Process Assistant trainees and support staff; when conducting training, meets with trainees weekly to discuss training status; prepares reports for the manager, supervisor and lead on trainees' progress; prepares and updates training manuals.
17. Serves on a variety of teams and committees as needed; may perform related duties as required.

### MINIMUM QUALIFICATIONS

Associate's degree in accounting or related field or completion of an accredited legal assistant program; AND one (1) year of legal accounting or general accounting experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Typing of forty-five (45) wpm required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- accounting controls
- processing court documents in accordance with state laws, appellate and general rules, and Superior Court Local Court Rules and Administrative Orders
- procedures and practices of double-entry bookkeeping
- state and local databases and Clerk's CMS
- legal and accounting terminology
- county departmental structures, specifically including Prosecuting Attorney, Public Defender, Superior Court and Finance
- cash handling / receipting methods and cash-related accounting controls
- basic bookkeeping arithmetic

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### KNOWLEDGE AND ABILITIES (Continued)

- computer software applications, including Microsoft Office Suite and accounting software as required
- data management techniques, including the ability to work with large amounts of account data to perform collections activities
- employee training methods, practices, and techniques
- Clerk's Office practices, procedures and commonly used equipment

### Ability to:

- establish and maintain effective work relationships with superiors, peers, and other staff
- maintain accurate and complete financial records and prepare accounting reports and statements
- perform double entry bookkeeping
- classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements
- learn, understand, and retain complex technical court accounting policies and procedures
- research and provide answers to public court accounting questions
- teach trainees the distinction between offering legal advice and providing excellent customer service and apply this knowledge in the workplace
- use proper English, spelling, grammar, punctuation and word usage
- maintain required judgment indexing and cashiering accuracy standards
- follow complex oral and written instructions
- communicate effectively orally and in writing
- perform accurate arithmetic calculations
- work independently and effectively under pressure
- work with minimum supervision and make consequential work decisions in accordance with state laws, court rules and Court and Clerk policies and procedures
- communicate effectively with customers including a culturally diverse population, or angry or distraught customers in a courteous and professional manner. May be required to obtain information from defendants in the face of hostility and dispute
- operate standard and specialized office equipment including computers, copiers, telephones, automated cash registers, printers and data entry retrieval programs
- maintain public databases including entering data, performing data verification, making data corrections and developing database queries
- update and write new procedures when assigned
- operate in a lead capacity when assigned
- train and provide support to other staff
- exercise good judgment under stressful circumstances
- analyze and solve work related problems
- acquire knowledge of specialized procedures and subject matter encountered in work assignments

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### SUPERVISION

The employee in this class receives administrative direction from the Judicial Accounting Assistant Lead, Judicial Accounting Assistant Supervisor or Division Manager. Assignments are made indicating generally what is to be done, the quantity of work expected, any deadlines to be met, and adherence to accounting controls, particularly the segregation of duties. The employee carries out recurring assignments on his/her own initiative and receives additional specific instructions for new or unusual assignments. Work is spot checked to ensure conformance with policies and procedures.

### WORKING CONDITIONS

The work is performed in all areas of the Clerk's Office and Superior Court, including the Denney Juvenile Justice Center and off-site locations.

### PHYSICAL EFFORT

The employee must be able to perform physical tasks including lifting boxes and material weighing up to thirty (30) pounds, daily crouching, bending, kneeling, and reaching, and sitting and/or standing for long periods of time; use of ladders/step stools may be required. There is also considerable arm/hand movement required for database entry. Pushing a cart over carpets, concrete, and aggregate surfaces may also be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 1986

Revised: and Retitled: May 1998, June 1999, Sept 2016, July 2017, Jan 2019 (removed the II)

EEO Category: 6 – Administrative Support

Pay Grade: 312 – Clerical Pay Plan

Workers Comp: 5306 – Non-Hazardous