



Superior Court of California
County of Calaveras

FISCAL ANALYST (REVENUE COLLECTIONS)

POSITION DEFINITION:

Under general direction, this analyst level position performs professional financial analysis work in the area of court collections; assists with fiscal and strategic analysis; designs, implements, maintains and monitors the effectiveness of the court's comprehensive collections program in collaboration with other agencies (State, County, and/or private vendors); develops related procedures; collects and processes monies owed the courts in the area of delinquent fines, fees and assessments; maintains, prepares and analyzes statistical reports; and provides other support as needed to the Fiscal Division.

DISTINGUISHING CHARACTERISTICS:

This is a single position class responsible for the comprehensive debt collection program for the court. This class is distinguished from the Fiscal Technician series in that it performs specialized accounting, analysis and other duties and is responsible for an operational unit of the court where the other classes perform more general administrative accounting duties.

SUPERVISION RECEIVED AND EXERCISED:

This class receives general supervision from the Court Fiscal Manager.

QUALIFICATIONS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

1. Employee must have proficient knowledge of:
 - a. Methods and techniques used in effective collections.
 - b. Legal terminology and statutes relative to fine and fee collections.
 - c. Generally accepted accounting principles
 - d. Proper cash handling and cashiering methods.
 - e. Microsoft Word, Excel and financial recordkeeping software.
 - f. Principals and practices of financial record-keeping.
 - g. Methods of compiling, computing, presenting and analyzing statistical information.
 - h. Methods of financial analysis.
 - i. Principals and techniques of effective oral and written communications.
 - j. Interpersonal skills using tact, patience and courtesy.

2. Employee must have the ability to:

- a. Read, interpret and explain laws and regulations related to accounting and court collections.
- b. Verbally communicate sufficiently to explain information to people of various socio-economic, cultural, and educational backgrounds.
- c. Compile, review and analyzes financial and statistical data.
- d. Conduct program reviews; compile and analyze financial data, statistics and other information to aid in program monitoring, evaluation planning and improvement.
- e. Prepare written reports, correspondence and procedures.
- f. Read and write English at a level required for successful job performance.
- g. Understand and carry out oral and written instructions and use good judgment in recognizing the scope and limit of delegated authority.
- h. Maintain strict confidentiality of court case files as may be obtained or encountered in the performance of ones duties.
- i. Work independently.
- j. Negotiate and come to agreement on payment plans with defendants that are unable to make lump sum payments.
- k. Develop and implement policies and procedures relating to collections dictated by law, regulation and executive management directives.

3. Employee must have and maintain the following certifications / licenses:

- a. California Driver's License

This requirement will be reviewed on a position basis in accordance with ADA regulations.

4. Employee must not contribute to or create a hostile work environment:

- a. Employee shall not engage in any activity that unreasonably interferes with the performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.
- b. As an essential function of this position, the employee must be able to handle high levels of stress satisfactorily and be congenial with other employees, judicial officers, supervisors, subordinates, outside contractors, and other agency personnel.

5. Employee must have the following minimum experience or training:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the required knowledge and abilities would be an educational level equivalent to a Bachelor Degree from an accredited college or university with major coursework in finance, business or a closely related area and three or more years of increasing responsible experience in accounting or program analysis preferable in the area of court collections or in a credit or collection agency.

6. Employee must fulfill the following special requirements:

a. None

TYPICAL ESSENTIAL FUNCTIONS/DUTIES :

Depending on assignment, duties may include, but are not limited to, the following:

- Establish, maintain and monitor programs for the collection of court-ordered fines, fees and other debt
- Manage a caseload involving the collection of money owed to the Court as a result of delinquent fines, fees and assessments.
- Conduct program reviews; compile and analyze financial and collection data, statistics and other information to aid in program monitoring, evaluation planning and improvement.
- Prepare audit of delinquent account in order to pursue legal recourse.
- Employ debt collecting processes within scope of established program.
- Review, analyze and recommend to management, organizational policy and procedures for collections operations; participate in the development of new or revised programs, systems, procedures and methods of operation.
- Prepare and analyze narrative, graphic, statistical and other special reports; furnish information by searching for and abstracting specialized or technical collection data.
- Document all action taken and record the receipt of payments onto the case record.
- Determine defendant debtor's ability to pay amount owed.
- Prepare memos, letters, and reports utilizing computers and related software such as case management systems, word processing programs and spreadsheets.
- Develop, implement and coordinate billing and collection procedures.
- Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.
- Perform other general accounting duties
- Other duties as assigned