

MAGISTRATE COURT BOOKKEEPER

Job Description

GENERAL STATEMENT OF JOB

The bookkeeping clerk performs specialized technical work for the Magistrate Office. The work involves, customer service, answering telephones, taking payments, filing legal paperwork. Processing daily deposits received from the other clerks for the payment and fee accounts. Making entries in the bookkeeping program and the Caseload Management Program. Balancing bank statements monthly. The employee must exercise friendly equal treatment with the public while employing tact, courtesy, and firmness in following the procedures of the job. The employee will report to the Chief Clerk and the Judges of the Magistrate Court.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Must have a Valid Driver's License.
2. Interacts and communicates with various groups and individuals such as the general public, immediate supervisors, plaintiffs, defendants, landlords, employers, law enforcement, and other county employees.
3. Receives and/or reviews various records including civil papers, memos, correspondence, bank statements, financial reports, and others.
4. Operates a variety of equipment such as computers, printers, copiers, fax machines, calculators, telephones, typewriters, and others.
5. Answers phones. Sends and replies to emails. Sends or receives faxes.
6. Inputs various information into different programs in the computer.
7. File documents in the appropriate cabinets, drawers, racks, or boxes.
8. Balances bank statements monthly.
9. Balances and processes disbursement checks sent to plaintiffs on civil cases monthly.
10. Balances and processes fee forms along with checks that are disbursed monthly with these reports.
11. Researches and processes fifas on a monthly basis.
12. Processes bankruptcy notifications, bankruptcy dismissals, and bankruptcy discharges.
13. Researches accounts that are overpaid or underpaid to correct any possible errors and retrieve money wrongly disbursed.
14. Will occasionally be needed to fill in for the other clerks to do some of the following:
 - a. Wait on Customers at the window.
 - b. Accepts partial payments and posts garnishment payments.
 - c. Process garnishments, dispossessory warrants, civil suits, foreclosures, or criminal warrants.
 - d. Set up payment arrangements on civil cases.
 - e. Assist Judges in Court and prepare judgments