



**COUNTY OF VICTORIA - DISTRICT CLERK
COLLECTIONS DEPARTMENT
115 N Bridge
Victoria, TX 77901**

Position: Collections Clerk
FLSA Status: Non-Exempt – Full-Time
Salary: \$13.82-\$16.58 per hour
Posting Date: February 24, 2023

SUMMARY: The main function of the Collections Department is to process all incoming payments, court cost and fines, fees from over 6 different branches of the court system in Victoria County. We provide a public service of assisting the community and or defendants with payment plan options to decrease a financial burden for citations that have been issued to the public. Serves as a deputy under the District Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties may include, but are not limited to the following;

- Assess all fees and fines from incoming defendants that have been sentenced from the Victoria County Court at Law 1 & 2 Courts.
- Accept and process all monies court ordered from Victoria County Court at Law 1 & 2.
- Discuss and coordinate any arrangements with the defendant for payment plan options to satisfy the court's ruling of said court costs and fines that have been ordered to be paid in the allotted time given.
- Maintain verbal & correspondence communication with defendants who have become noncompliant with payment arrangements via regular mail and email communication.
- Document all verbal communication from defendants or corresponding county offices into the case.
- Prepare and type reminder notices to defendants on payment plans.
- Accept and process all monies that are owed on traffic and non-traffic citations issued by a Victoria County Sheriff Deputy, Texas Highway Patrol Deputy, Victoria County Animal Control Officer, Texas Game Warden or one of the four Victoria County Constables. Citations are collected from all 4 of the Victoria County Justice of the Peace offices.
- Discuss and coordinate any arrangements with the defendant for payment plan options to satisfy the Victoria County Justice of the Peace citations for traffic and non-traffic citations.
- Enters payment plan information into the database to accurately monitor the compliance of the payment arrangements of the defendants.
- Prepare and submit request of *capias pro fine* notifications to all the Victoria County Justice of the Peace offices.
- Acquire and process all bond fees collected from the Victoria County Sheriff's Office.
- Process and post all monies collected from the Victoria Probation Department for felony court costs and fines & fees ordered by any and all district judges.
- Accept and process all monies for any defendant which has been released on parole, to satisfy court costs and fines ordered by any district judges.
- Assess and process all Pre-Trial Diversion fees that have been collected by the Victoria County District Attorney's office.

- Accept and assess all monies collected from Pre-trial Services for bonds, drug testing, pre-trial supervisory and interlock fees.
- Prepare financial notices to parole and probation offices as per request.
- Receive and respond to all incoming calls from the public in regards to court costs and fines, citations and warrant notifications.
- Receipts all walk in payments, mail in payments, phone in payments and payments made online.
- Responsible for maintaining and balancing daily drawer.
- Prepare and balance monthly totals to be submitted and entered into the Victoria County Commissioner's court agenda.

QUALIFICATIONS:

Knowledge of:

- Functions and operating details of the court.
- Courtroom practices, procedures, and etiquette.
- Laws, rules, regulations, and policies governing operation of the assigned court.
- New fees and rules passed by legislation.
- Modern office procedures, methods, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Basic mathematical principles.

Ability to:

- Interpret and apply laws, rules, regulations, and procedures applicable to the assigned area of responsibility, policies, and procedures.
- Organize and maintain complete and accurate records.
- Prepare clear and concise reports.
- Work diligently and independently in the absence of supervision.
- Authenticate monies received to prevent counterfeit bills.
- Intake considerably large amounts of monies
- Tactfully respond to requests and inquiries from the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Type at a speed necessary for successful job performance.
- Maintain confidentiality in the performance of duties.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit at a desk, talk and/or hear for extended periods of time
- Stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl from 1/3 to 2/3 of the time.

- Up to 25 pounds lifting under 1/3 of the time.
- Over 25 pounds lifting less than 1/8 of the time.
- Close vision, at 20 inches or less and distance vision at 20 feet or more is required with or without optical correction.

WORK ENVIRONMENT

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

- Exposure to moderate noise levels.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901