



BOONE COUNTY JOB DESCRIPTION

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|---|---|---------------------------|
| JOB TITLE: <u>Bad Check/Tax Program Administrator</u> | NEW: <input checked="" type="checkbox"/> | REVISED: _____ |
| | <small>(Please check one)</small> | |
| REPORTS TO: <u>Prosecuting Attorney's Office Administrator</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>10/11</u> |
| DEPARTMENT: <u>Prosecuting Attorney</u> | JOB CODE: 203 | |

DEFINITIONS:

With limited supervision, oversees the bad check and delinquent tax operations of the Prosecuting Attorney's Office and performs tax administration duties.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Provides work direction to staff performing bad check and delinquent tax collection duties; assigns and reviews work; trains new staff; develops forms and standard correspondence; handles more difficult situations.

Updates data entered into the Bad Check Computer program; prepares reports for court, files, and businesses, reviews delinquent notices for criminal charges and warrants, special handling or second notices; monitors payments on Administrative Handling fees; returns non-charged checks to victim or merchants with complete explanation.

Reviews old bad check cases, finds new locations of defendants, and corresponds with them regarding payment; types criminal charges for bad checks and forgeries, sending discovery, and related correspondence; tallies and balances daily deposit of bad checks.

Provides information via telephone and in person to the public and merchants regarding bad check procedures and policies; maintains comprehensive information, confidential reports and files and other confidential activities in the Prosecuting Attorney's Office.

Collects money orders for bad checks and administrative handling fees; sends statutory 10-day bad check notices; sends follow-up notices for administrative handling fees; types letters and masters for reproduction.

Serves as liaison between Prosecuting Attorney's Office and community on bad checks; composes responses to incoming mail for coordinator's and attorney's signatures; summarizes letters, articles, agreements, and documents; prepares in complete form extradition papers for criminal cases relating to bad checks and forgeries.

Prepares statistics for Bad Check Unit; prepares restitution schedules for court on criminal cases relating to bad checks and forgeries; prepares updates for Bad Check software programs; communicates with and provides information to other Missouri Counties requesting information regarding Boone County's Bad Check Program.

KNOWLEDGE AND SKILL:

1. Good knowledge of applicable state and County statutes and regulations.
2. Good knowledge of Boone County Human Resources policies and practices.
3. Good knowledge of the criminal justice system in the State of Missouri.
4. Good knowledge of the court system in the State of Missouri.
5. Good knowledge of accounting and bookkeeping.
6. Skill in reading, analyzing and interpreting legal documents.
7. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.
8. Skill in scheduling, assigning and reviewing work.
9. Skill in the use of a personal computer.

MINIMUM QUALIFICATIONS:

High School Diploma or GED; three years experience in accounting/bookkeeping; ability to type 55 wpm.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)