

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	PROBATION RECOVERY SPECIALIST
DEPARTMENT:	PROBATION
REPORTS TO:	OFFICE MANAGER

CLASS CODE: 0128
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Primary responsibility is performing specialized clerical/administrative duties to record, monitor and collect accounts receivables, including court-ordered fines and fees, diversion and restitution; ensures that all transactions are performed in compliance with local, state and federal guidelines.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Analyzes and inputs data of court-ordered fines and fees for adult, juvenile, diversion and summary restitutions cases; insures proper distribution to general ledger accounts; maintains numerous financial records related to collection activities.

Interviews defendants; determines and makes recommendations regarding the ability of the defendants to reimburse the County.

Assists debtor in establishing a payment plan; explains possible consequences for non-compliance of a court order.

Monitors summary restitution cases for delinquency of financial obligations; refers cases to the courts when delinquent.

Meets with court referrals, defendants on probation, victims, and parents of juveniles on probation; explains fees, fines and payment options; explains how redistribution of victim restitution occurs.

Prepares supporting documentation; completes credit request forms for various accounts.

Audits and corrects accounts to be in compliance with audit guidelines, penal codes and other related rules, regulations, policies and/or procedures.

Conducts exit interviews with terming probationers to determine that appropriate fees are paid and properly distributed; completes repayment agreements when required; informs victims in writing that collection of remaining restitution has been deemed a civil judgment.

Releases abstract of judgement liens when financial obligations have been satisfied; completes notarized satisfaction of judgment document for the County Clerk, courts, defendant and the originating agency.

Initiates and monitors collection procedures on delinquent accounts, including written correspondence and phone contact when appropriate.

Participates in the development and implementation of policies, procedures and operations manuals pertaining to the accounts receivable system.

Monitors and corrects juvenile accounts that have had fines and fees vacated by the courts.

Monitors restitution hearings; adds details to existing accounts after amounts determined by the courts.

Provides requested documentation to representatives of the courts, District Attorney=s office, probation department or other

appropriate agencies for court appearances or other purposes.

Maintains current addresses on invoices; updates and corrects information on probationers and victims.

Suspends billing for clients who are in custody, residential treatment, have outstanding bench warrants or an undeliverable address; reactivates billing cycle when appropriate.

Assists staff in understanding role of collections.

Reviews and interprets codes/regulations as they pertain to collections of fees/fines; maintains current awareness of legislative changes which affect collection operations.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Computer	Calculator
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Two to three years of related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Proper collection procedures.

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.

Standard business arithmetic, including percentages and decimals.

Recordkeeping, report preparation, filing methods and records management techniques.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using mathematics.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to understand and carry out oral and written instructions.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to write reports, correspondence and procedure manuals.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 10 pounds.

Working Conditions:

The incumbent=s working conditions are moderately quiet.

file: probrecs.09666

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.