

OFFICE OF THE CIRCUIT CLERK

Circuit Court of St. Louis County

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Clayton, MO 63105

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www.stlouisco.com/circuitcourt/jobs

JOAN M. GILMER
Circuit Clerk**VACANT POSITION**

DATE: November 12, 2009

Position Title: Account Clerk II**Position No:** 293**Department:** Accounting - Garnishments**Salary Range:** 12**Starting Salary:** \$1983***Position Open:** November 16, 2009

*Outside applicants may start at a maximum of \$1983 per month with an increase to \$2014 per month after successful completion of probation.

APPLICATIONS FOR EMPLOYMENT MAY BE OBTAINED IN THE HUMAN RESOURCES OFFICE, ST. LOUIS COUNTY COURTS BUILDING, 4TH FLOOR, ROOM 457, CLAYTON, MISSOURI OR VISIT US ON-LINE.

Applications must be submitted by: **Thursday, November 19, 2009**

GENERAL DUTIES:

Perform technical clerical and accounting work in the accounting department; prepare garnishments and executions; direct documents to appropriate sheriff; enter execution and garnishments into the automated court case management system; process checks received from executions and garnishments to pay individuals, attorneys or agencies; pick up baskets of checks weighing 5-20 pounds from the post office and distribute accordingly. The payment processing includes reviewing, analyzing, and disbursing garnishment payments; microfilm garnishment checks; balance daily accounting work; process case files; answer inquiries and provide information to attorneys, court personnel and the general public in person and by telephone; and perform other clerical and accounting duties as assigned. **Extensive use of computers involved.**

MINIMUM QUALIFICATIONS:

Minimum data entry speed of 7,000 keystrokes per hour. High School diploma or equivalent. (The following minimum requirements can also be achieved through any equivalent combination of education and experience which provide the required knowledge, skills, and abilities.) Two years general office/clerical experience; ability to operate standard office machines, including a computer, typewriter and 10-key adding machine; ability to communicate effectively, both orally and in writing; ability to understand and follow oral and written instructions; ability to make sound decisions in accordance with laws, regulations, office policies and procedures; ability to establish and maintain effective working relationships with others; ability to understand complex procedures and determine and prepare material from such procedures; ability to work in an independent fashion, with minimal supervision.

(See Attached Job Description)

EOE



Court Operating Rule 7

Missouri Circuit Court Personnel System

Section: E, Job Descriptions

Policy: E.5(a) - 4221 Account Clerk II

Section: 4221

Effective Date: 07/01/81

Date:

Revised Date: 12/01/2002

Date:

4221

Account Clerk II

Definition of Work

This is responsible, varied and full-functioning bookkeeping and clerical work involving the application of basic bookkeeping principles and practices to a variety of financial records within a court of the Missouri State Court System, or in an office of the circuit court charged with implementation of a state-wide program to centralize fine collection.

Work involves the independent maintenance of a set of moderately complex accounting records. Employees in this class differ from Account Clerk I by the independence of work performed, increased responsibility, more difficult and complex duties requiring additional knowledge and abilities, and limited review of work required. Work involves balancing accounts and preparation of prescribed financial statements and reports. Work may include the supervision of other employees. Work methods are governed by established procedures with technical problems and irregularities being referred to a supervisor who periodically reviews records and reports.

Examples of Work Performed (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

Supervises and performs accounting duties in receiving and disbursing monies including court costs, fines, bonds, child support and other payments due the court.

Prepares and issues receipts for funds received.

May prepare deposit information for transmittal to financial institutions; makes deposits.

Posts accounting data to ledgers, cost sheets, books, registers, journals; reconciles accounts; takes trial balances and prepares financial statements manually or by using an automated system.

Operates microcomputer, or other computer terminal, adding machine, cash register, and typewriter.

Checks, evaluates and reviews travel and jury expense sheets and supporting documents submitted for reimbursement; determines amount due in accordance with state law and court policy.

May initiate refund transactions when necessary and prepares supporting documentation.

Responds to inquiries from the general public, attorneys and court employees concerning court costs and child support payments.

Prepares daily and monthly cumulative reports; prepares routine and/or procedural financial reports.

May supervise and train employees as required.

Performs **related** work as required.

Knowledge, Skills and Abilities (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing, lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

Knowledge of the principles, methods and practices of bookkeeping.

Knowledge of modern office practices, procedures and equipment.

Knowledge of the organization operations, functions and activity to which assigned.

Ability to make arithmetic computations and tabulations rapidly and accurately.

Ability to organize files and documents and to review and organize work of others.

Ability to understand and follow complex oral and written instructions.

Ability to operate microcomputer or computer terminals, calculator, and typewriter.

Ability to establish and maintain effective working relationships with others.

Required Minimum Education and Experience (The following statement represents the minimum education and experience which will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

Graduation from high school and two years of general clerical experience.