



Pima County Consolidated Justice Court

Job Description

Job Title:	Financial Services Clerk
Class Code:	5693
Class Title:	Litigation Support Level 2
FLSA:	Non-Exempt
Court Status:	Court Classified
Salary Range:	\$12.0500 - \$17.0240 hourly
Minimum Qualifications:	
<p>High school diploma or equivalent, and a minimum of two years financially related administrative and clerical experience; OR Associates Degree in Accounting, Finance, or Business Administration or a related field, OR any equivalent combination of experience, training and/or education approved by Human Resources.</p>	
Licenses and Certificates:	
<p>None required, but preference given to applicants with specialized certification or licensure relative to the area of assignment.</p>	
Summary:	
<p>Provides financial and accounting support for the Pima County Consolidated Justice Court (PCCJC) Finance Section and reports to the Financial Services Supervisor. This position has no supervision responsibilities.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Review daily receipts for appropriate account coding and makes necessary adjustments utilizing percentages and posting to the automated financial database; • Reconcile cash receipts to cash received; • Prepare source documents for record keeping with the County Treasurers Office; • Review and process all outgoing bond, restitution and overpayment checks for accuracy and ensures correct disbursement onto the automated financial database; • Review the outstanding check register, voids outstanding checks and lists funds as unclaimed; • File disbursed bond receipts; • Review minute entries to obtain information ordered by Judges; • Review files and automated systems to exonerate bond funds as ordered; • Respond to inquiries from PCCJC staff and the public regarding payments, bonds and PCCJC procedures; • Ensure closing cash boxes are balanced and assists with out-of-balance issues; • Ensure accuracy of data, accounting codes, and outgoing checks; • Issue stop payment requests and voids, and ,when appropriate, re-issues checks; • Prepare accounts payable documents; • Process incoming mail payment; • Prepare and makes deposits to the Court bank account; • Prepare and posts fund adjustments to the database; • Review and reconciles issues pertaining to non-sufficient fund checks received by the Court; • Provide data and information utilized in state wide debt set-off program; 	

Additional Duties:

- Filing;
- Operate a variety of office equipment such as photo copiers, desktop computers, facsimile machines and a cash register;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Public sector, and general accounting principles;
- Manual and automated accounting systems;
- Mathematics, statistics and problem solving techniques;
- Effective customer service techniques.

Skill in:

- Performing accounting and financial tasks;
- Interacting with the public and providing customer service;
- Understanding and following oral and written instructions;
- Entering and proofreading data utilizing word processing and data bases;
- Communicating effectively both orally and in writing;
- Making basic mathematical calculations;
- Operating various office equipment.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

Physical/Sensory Items:

Typically performs duties in an office environment and may lift material or equipment weighing twenty pounds or less.