October 2018
FLSA: EXEMPT
CLASS CODE: 00595

COURT REVENUE SUPERVISOR

DEFINITION

Under general direction, plans, directs, administers, supervises, and participates in the daily operations and activities of the Court Revenue Program, including overseeing and coordinating the collection of Court's fees and fines, revenue distribution and audits, working collaboratively with department managers, clerk's office, judicial officers, vendors, and the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fiscal Manager. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class performing work in the Court Revenue Program exercising independent judgment on diverse and specialized accounting, revenue collections, and auditing functions with significant accountability and ongoing decision-making responsibilities associated with the work. The incumbent organizes and oversees the day-to-day operations of the Court Revenue Program in accordance with statutes, regulations, policies, and procedures, and is responsible for providing professional-level support to the Fiscal Manager. This position is responsible for developing written program materials, including policy and procedure manuals, website information, written notifications and communication with the public. This class is distinguished from the Supervising Accountant in that the latter has supervisory authority of daily operations and activities of a variety of professional accounting functions in the Fiscal Department.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of technical staff; trains staff in work procedures; provides policy guidance and interpretation to staff; evaluates employee performance and works with employees to correct deficiencies; recommends and implements disciplinary procedures; assists in selection and promotion.
- Monitors activities of the assigned work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Monitors changes in laws, regulations, and technology that may affect operations of the Court Revenue Program; implements goals, objectives, and changes to policies and procedures; establishes and maintains internal control procedures and ensures that collection, distribution, and reporting standards are met; monitors the effectiveness and results of new initiatives.
- Serves as a liaison between the Court's Fiscal Department, the Court Clerk's office, and third-party vendors; resolves technical and procedural issues and advises Court staff and the public regarding the status of program cases; provides procedural information, guidance, and assistance to the public,

Court staff, and third-party collection agencies in resolving difficult court revenue case processing issues.

- Researches, audits and analyzes technical revenue and distribution transactions; confers with department managers, court staff, and judicial officers concerning procedural and process oriented information.
- Oversees the day-to-day collection and distribution of delinquent and non-delinquent fines and fees; corrects case fine/fee distribution errors; identifies, exports, and uploads Court fine and fee accounts to the Judicial Council, County, and third-party collection agency management system; approves payment of invoices to the Court's third-party collections vendor.
- Establishes and maintains general and subsidiary accounts and related trust and treasury ledgers including revenue deposits and disbursement, JBSIS case filing statistics, and balances; verifies and reconciles accounts, ledgers, and other fiscal records.
- Reconciles bank statements and trust and treasury related general ledger accounts.
- Participates in audits performed by federal, state, and private agencies.
- Organizes and attends meetings with administrative staff, clerks, commissioners, judicial officers, and vendors.
- Prepares or directs the preparation of quarterly and annual records and statistical reports for submission to the Judicial Council.
- Assesses, evaluates, and monitors program progress; identifies areas for further program development and implementation.
- Creates and implements training programs, policies, and procedures for the collection and distribution of delinquent and non-delinquent debt; develops information and instructional materials for the Court Revenue Program.
- Identifies, troubleshoots, and resolves debt collection and distribution issues associated with the Court's case management system; tests, reviews, and approves applicable updates and adjustments to the Court's case management system.
- Stays abreast of current trends and developments in the field of court service as it relates to the Court Revenue Program.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Basic principles and practices of Court revenue accounting, collections and distribution.
- General practices and procedures of Court case processing.
- General principles and practices of public agency accounting and finance, including statistical and financial reporting functions.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Court in contacts with agencies and various professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, and Court staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, select, train, motivate, and evaluate the work of staff.
- Plan, organize, administer, coordinate, review, evaluate, and personally participate in Court Revenue Program functions.
- Prepare and maintain clear and accurate financial reports, correspondence, policies, procedures, and other written materials.
- Analyze complex accounting, collections, and distribution issues, and recommend resolutions.
- Verify the accuracy of financial data and information.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Present complex information orally and in writing in an easy-to-understand way for Court staff.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field, and three (3) years of professional accounting experience including lead work, preferably in a governmental or public agency setting.

License:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various Court and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.