

**SNOHOMISH COUNTY JOB DESCRIPTION**

**JUDICIAL ACCOUNTING ASSISTANT LEAD**

Spec No. 6390

BASIC FUNCTION

To administer and perform complex technical operations of judicial financial and accounting processes; provide customer service to the public; enter Superior Court judgments; lead and train subordinate employees; and oversee the daily operations of the Judicial Finance Division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads subordinates; prioritizes and assigns daily work and trains subordinate employees as necessary; reviews work in progress and upon completion, ensures accuracy and compliance with instructions and established policies and procedures; handles day-to-day personnel questions and problems; may act as the Supervisor in his/her absence.
2. Analyzes, researches, and resolves complex technical judicial finance and accounting issues and questions encountered in the work unit which subordinate employees cannot answer; serves as technical support to the Clerk, Superior Court, and other government agencies or contractual agents; and understands and possesses in-depth knowledge of and applies basic accounting controls, state laws and court rules, Superior Court local court rules and Administrative Orders governing the operation of financial and accounting processes in the Clerk's Office.
3. Receives, investigates and resolves customer's questions, issues and complaints; serves as technical support to the Clerk, Superior Court Administration and Bench, and other government agencies or contractual agents.
4. Develops, recommends, and implements procedural changes and systems for use by subordinate employees in the work unit; may serve as liaison with other divisions/departments or government agencies; may be required to represent the department in related presentations/meetings outside the office.
5. Recommends and processes accounts receivable write-offs in accordance with state law and court orders; conducts or assists with the annual unclaimed property review and reporting process and the periodic stale-dated check process.
6. Communicates staffing assignments to ensure the daily scheduling and workload needs are met; provides back up and peak workload coverage for co-workers.
7. Manages the Clerk's legal financial obligation collections program; recommends and implements process improvements to improve collection results; assists Supervisor and Division Manager with requests for proposals or qualifications (RFPs/RFQs) and contracts to select and retain vendors providing related services (collections, web-based payments, etc.)
8. Initiates business correspondence to carry out assigned duties, including but not limited to delinquency notices, defendant payment arrangements, communications with customers,

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

the Prosecutor's Office, Superior Court, the Administrative Office of the Courts, other Clerks' offices, and State agencies, as necessary.

- 9. Assists Manager and Supervisor with administrative matters including job interviews, budget preparation, employee evaluations, employee coaching and counseling, development of department/division policies and procedures, development of business requirements for computerized systems and assesses the impact of implementing new statutory requirements and court rules as directed.
- 10. Collects data, prepares reports and maintains records as required including timekeeping for the division.
- 11. Provides complex training for Judicial Accounting Assistant and Judicial Process Assistant employees on an ongoing basis.

STATEMENT OF OTHER JOB DUTIES

- 13. Acts as back up to Division Supervisor as assigned.
- 14. Testifies in court cases as a subject matter expert regarding Clerk's Office policies and procedures and statutory responsibilities as required.
- 15. Performs all the duties of subordinate level employees as required, and may be assigned Judicial Process Assistant Lead and/or Judicial Operations Assistant Lead duties.
- 16. Performs related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree in accounting or paralegal studies or completion of an accredited legal assistant program; AND one (1) year experience as a Judicial Accounting Assistant; OR three (3) years' experience as a Judicial Accounting Assistant; OR, the equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Typing of forty-five (45) wpm required.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- Clerk's Office policies and procedures
- basic bookkeeping
- court document and filing related state laws, state and local court rules, and Superior Court Administrative Orders
- procedures and practices of double-entry bookkeeping
- cash handling / receipting methods and cash-related accounting controls
- bookkeeping and basic arithmetic
- legal and accounting terminology
- county departmental structures, specifically including Prosecuting Attorney, Public Defender, Superior Court and Finance
- state and local databases and Clerk's case management system (CMS)
- computer software including Microsoft Office Suite
- data management techniques, including the ability to work with large amounts of account data to perform collections activities
- Clerk's Office practices and procedures and commonly used equipment
- employee training methods, practices, and techniques
- customer service best practices
- basic principles of supervision

Ability to:

- establish and maintain effective work relationships with superiors, peers, and subordinates
- maintain accurate and complete financial records and prepare accounting reports and statements
- perform double entry bookkeeping
- classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements
- process accounts accurately utilizing a variety of software, including inquiry and retrieval systems and accounting software as necessary
- learn, understand, and execute complex superior court judgments, judicial finance and judicial accounting policies and procedures research and provide answers to public regarding court accounting inquiries
- follow complex oral and written instructions
- communicate effectively orally and in writing
- work independently in a high-pressure environment, making consequential work decisions in accordance with laws, regulations, court policies and procedures;
- train and provide support to staff
- communicate effectively with customers including a culturally diverse population and angry or distraught customers in a professional and courteous manner. May be required to obtain information from defendants in the face of hostility and dispute
- utilize standard and specialized office equipment

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### KNOWLEDGE AND ABILITIES (Continued)

- maintain public databases including entering data, performing data verification, developing queries, and making data corrections
- update and write new procedures when necessary
- maintain accurate and complete accounting records and databases
- analyze and solve work related problems; and communicate effectively with staff and supervisor/manager to promote and exchange ideas and information
- train and provide support to Customer Services, Case Management, Juvenile, Court Services, and select areas of Judicial Finance staff

### SUPERVISION

The employee in this class receives administrative direction from the Judicial Accounting Assistant Supervisor or division manager and has wide latitude in dealing with technical matters of the division. The employee is responsible for the quantity, quality and accuracy of the work produced by subordinates. The employee plans and carries out successive steps to resolve problems in accordance with written and/or verbal instructions, policies, procedures and accepted practices.

### WORKING CONDITIONS

The work is performed in all areas of the Clerk's Office and Superior Court, including the Denney Juvenile Justice Center.

### PHYSICAL EFFORT

The employee must be able to perform physical tasks including lifting boxes and material weighing up to thirty (30) pounds, daily crouching, bending, kneeling, and reaching, and sitting and/or standing for long periods of time; use of ladders/step stools may be required. There is also considerable arm/hand movement required for database entry. Pushing a cart over carpets, concrete, and aggregate surfaces may also be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: July 2017  
Revised: January 2019  
EEO Category: 6 – Administrative Support  
Pay Grade: 237 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous