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Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at [www.pulaskicounty.net](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

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**POSITION:** Accounting Clerk  
*This position is open to Pulaski County employees and the General Public.*

**POSITION NO:** 021

**STARTING SALARY:** \$26,747 - \$29,914

**DEPARTMENT:** Circuit County Clerk (200)

**PRIMARY RESPONSIBILITY / FUNCTION:** Responsible for the daily receipt, balancing, and depositing of funds received for fines and fees within the department and the provision of assistance with the accounting and reporting procedures for accounts maintained within the Circuit County Clerk's Office.

**ESSENTIAL JOB FUNCTIONS:**

- Receives child support payments by mail and in person and posts into computer system.
- Opens new child support accounts by entering information from court orders into Contexte software system.
- Receives listing from bank of child support payments automatically withdrawn from bank accounts (EFT's); posts to proper child support accounts and prints checks to send to recipient.
- Completes paperwork to initiate a stop payment for lost checks; obtains recipient's signature.
- Maintains accounting records of postage fees collected from child support payment; calculates total for purchase of additional postage.
- Completes correspondence to payer for insufficient checks; forwards to Prosecutor's Office as needed.
- Maintains files of envelopes for those recipients that supply them.
- Reconciles bank statement for various court accounts on a monthly basis.
- Prints checks; balances total printed with accounting records; distributes monies via mail or direct deposit using banking software.
- Prepares reports reflecting total collected and balances cash amount daily with receipts.
- Prepares daily bank deposits for various court accounts.
- Completes forms to set up direct bank deposit of child support payments into computer at request of recipients; enters code into to computer to initiate process through bank software.
- Makes copies of payment records as requested by public; collects fees accordingly.
- Generates, prints, and mails administration fee notice on all child support cases.
- Submits fees collected to Accounting Supervisor.
- Print and fax payment records requested by OCSE and other government offices; responds to Verifications of Public Assistance.
- Balances daily general receipts and fine collections including fees, fines, trusts, marriage licenses, bonds, and restitution; maintains ledger of amounts received.
- Assists with the depositing and disbursement of trust fund and restitution money as directed by court order; computes interest prior to disbursement.
- Maintains ledger and computer records of bond amounts posted for all criminal cases; computes fee amounts prior to distribution.
- Prepares disbursement checks for trust funds and bond as directed by court order; obtains authorized signature prior to release; prepares court orders for Judge's signature to disburse unclaimed funds to the State.
- Bills Employment Security Division and the Department of Finance and Administration for filing fees of property liens for nonpayment of taxes and subsequent release of liens when delinquencies are paid.
- Prepares and submits monthly and year-end emolument reports and disbursements on all accounts to appropriate County and State Officials as stipulated by ordinance and law.
- Maintains payroll and leave time records for departmental staff and Board of Equalization; completes payroll worksheets.
- Answers questions concerning bond and trust payments, disbursements, and related areas.
- Delivers marriage license information to the State Office of Vital Statistics.
- Prepares and distributes speed letters to recall warrants.
- Prepares and sends out cost bills; performs fine removals.
- Assists probation officers with fines and court costs.
- Provides telephone support to poll workers during major elections.
- Performs other related duties as required.

**NUMBER OF PERSONNEL SUPERVISED:** 0

**WORKING CONDITIONS:**

Work is performed in a smoking restricted office environment.

**MINIMUM QUALIFICATIONS:**

Completion of high school or equivalent with advanced bookkeeping courses; considerable work experience with child support record keeping; or any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

**ADDITIONAL REQUIREMENTS:**

Satisfactory completion of a criminal background investigation.

**OPEN DATE: 03-08-2018**

**CLOSE DATE: 03-14-2018(5:00 p.m.)**

**Please Note:** Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

**08 March 2018**

**066-18**