



**JOB POSTING
BAD CHECKS/
RESTITUTION
CLERK**

Applications will be accepted until filled. Candidates must be available to work 8:00 a.m.-5:00 p.m., Monday through Friday.

JOB SUMMARY

High volume customer facing position with the Taney County Prosecuting Attorney's office dealing with the processing and tracking of all bad checks and restitution claims.

ESSENTIAL DUTIES

- Accounts receivable and check posting
- Filing of misdemeanor and felony charges
- Disbursement of monthly checks to victims of bad checks and restitution
- Input and tracking of all restitution claims after cases have been disposed.
- Tracking probation violations
- Filing of court documents
- Second chair to the receptionist, on phone or in person at the window with victims, defendants, law enforcement and judicial personnel or the general public

REQUIREMENTS

- High School Diploma or GED
- Proficiency with Microsoft Windows, Office and Adobe Acrobat Professional, as well as various software programs such as Karpel (prosecutor's program)
- Working knowledge of legal terms, the criminal justice system, and court system
- Proficient in typing and data entry
- Ability to maintain confidentiality and a high level of customer service
- Time management skills are a must
- Must be able to pass a criminal background check

STARTING PAY: \$10.25

STATUS: Full time

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.

Posted: _____ Initials: _____