



## **COUNTY OF YORK JOB DESCRIPTION**

Accounting Technician  
Clerk of the Circuit Court's Office

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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### **GENERAL STATEMENT OF JOB**

Performs a variety of complex clerical work in the Office of the Clerk of Circuit Court. Responsibilities include balancing cash registers, making daily deposits, completing daily and monthly financial reports, disbursing checks and preparing Lists of Allowances and Requests for Payment as required by the Supreme Court of Virginia. Also responsible for maintaining a variety of records and files within the Criminal Division by filing new criminal cases, processing Court Orders, preparing Court Orders; and establishing payment plans for fines and costs for each criminal defendant, and assisting the public with information regarding criminal files. Employee must exercise independent judgment in completing assignment tasks. Employee must also exercise considerable tact and courtesy in frequent contact with the general public. Work is performed under general supervision.

### **ESSENTIAL JOB FUNCTIONS**

Performs daily bookkeeping which involves preparing registers for the day, and checking previous day's deeds for correctness; prepares deposits for bank, enters journal vouchers to General Ledger; prepares Treasury reports as required by the Commonwealth of Virginia Department of Accounts and disbursing checks.

Reviews monthly financial reports of collections and delinquent accounts for accuracy.

Prepares the List of Allowances for payments for court appointed attorneys, court reporters, witnesses, psychiatrists/psychologists, and jurors for services rendered; prepares documents for payment of all office expenditures, restitution payments to victims, and bond refunds.

Receives, files, scans and enters case pleadings into the Supreme Court Case Management System (CCMS) and Case Imaging System (CIS)

Processes Criminal/Traffic Court files from courtroom by calculating court costs, fines, and restitution; preparing case documentation and/or referrals if applicable, and providing notification of such to defendants; sets up payment plans for defendants owing court costs, processes payment plans, types and mails final notices to pay; receipts criminal payments.

Processes Court Orders; mails certified copies of Orders to various state and local agencies, issues subpoenas and subpoena duces tecum; calculates court appointed attorney fees and processes time sheet; responds to various written requests by government agencies, attorneys, and defendants.

Performs counter duty, issuing marriage licenses, concealed handgun permits, assumed name certificates; files military discharges, takes criminal payments; helps patrons with questions about public records.

Provides backup in preparing monthly reports, trust account opening and closing activity, processing Tax-Setoff payments, and other various duties when bookkeeper is out of the office.

### **ADDITIONAL JOB FUNCTIONS**

Prepares file for appellate court by numbering pages, indexing entire file, organizing exhibits, notifying appellant, and appellee when record is mailed; processes appellate court orders and adds appropriate court costs; prepares court orders.

Reviews and evaluates various files for proper retention as determined by the Library of Virginia; maintains various logs to document the destruction of files with needed details; reviews and evaluates old criminal files for retention purposes, following guidelines related to ongoing litigation or audits; maintains various detailed logs for documents that are to be destroyed. Establishes and maintains various files and accounts, filing and retrieving information as requested or otherwise necessary.

Assists with other bookkeeping work; performs other related work as required, and performs a variety of other duties as assigned for other sections of the Circuit Court.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of accounting principles, practices, and procedures.

Thorough knowledge of word processing, and spreadsheet software.

Some knowledge of generally accepted accounting principles, particularly those related to probate.

Excellent oral and written communication skills.

Ability to handle and balance monies accurately.

Ability to deal with customers with tact and diplomacy.

Ability to prioritize and manage multiple tasks.

### **EDUCATION AND EXPERIENCE**

High School diploma and 2 to 4 years of experience in accounting field with coursework in financial management/accounting desired, or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, calculators, typewriters, copiers, etc. Must be able to lift and carry boxes of books weighing up to 25 pounds. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of reports, contracts, records and forms. Requires the ability to prepare reports and correspondence using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear.

ACCOUNTING TECHNICIAN - FY2016 UPDATE

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_