

**DISCLAIMER:** This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

**\_\_\_\_\_ COUNTY, TENNESSEE**  
**CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**CIRCUIT COURT BOOKKEEPER**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to oversee and maintain the recording of collections and disbursements, and all banking activities related to the Circuit Court. Includes daily and monthly reconciliation of accounts, transferring of funds to the County Treasurer, and preparing monthly reports and transferring funds to the State of Tennessee. Responds to inquiries relating to funds received by the Court and researches and resolves account problems.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Responsible for bookkeeping of Circuit Court funds, includes daily reconciliation of accounts and preparing daily bank deposits.

Inputs data from register receipts to computer system and generates daily reports on costs, fines, bond collection and return activity, restitution, and pretrial receipts. Prepares reports on bank deposits and case count.

Responds to inquiries relating to funds received by the Court and researches and resolves account problems. Makes initial telephone calls on NSF checks received by the Court, and refers to the Administrator as necessary.

Generates monthly reconciliation of accounts and makes correcting entries on errors. Researches and resolves account problems.

Processes transmittal of funds to the County Treasurer. Issues check and report to Treasurer. Prepares vouchers for transfer of funds to the State of Tennessee for Circuit and Family Courts. Generates monthly report to the State of Tennessee.

Enters defendant payments of criminal assessments to the computer system, includes inputting defendant and victim information and producing and mailing restitution checks to victims. Prints check registers.

Enters bonds received from criminal, appeals, and Friend of the Court cases into the computer system, prepares bond cards, and prepares and disburses bond checks. Prints check registers.

Processes non-sufficient fund checks, making account adjustment and notifying parties of check status.

Follows established records management laws and regulations regarding document destruction and appropriately records all shredded items.

Prepares and submits Indigent Care reports, Motor Carrier Weight Violation reports, Time Payment fee reports, Child Safety fee reports. Prepares Transfer Station accounts receivable and reconciles with payments.

Prepares and mails mediation checks from vouchers and maintains check registers.

Prepares vouchers for transfer of funds from County for refunds.

Prepares longevity pay sheets for each individual employee in \_\_\_\_\_ County.

Prepares insurance change forms for each individual employee in \_\_\_\_\_ County during open enrollment.

Prepares cost of living change forms and verifies current salary for each individual employee in \_\_\_\_\_

County. Maintains petty cash fund for Circuit Court.

Prepares monthly departmental allocations of mail charges.

Maintains deposit warrant records and issues manual receipts as needed.

Opens and maintains accounts for funds being held in escrow.

Reconciles cash and checks to daily revenue reports and prepares daily bank deposit slips.

Administers countywide sick pool records by maintaining a spreadsheet of hours in the pool and records all used and donated hours.

## **ADDITIONAL FUNCTIONS**

Assists timekeeping/revenue clerk with accounts payable audits as needed and with timesheet calculations and data entry as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent with some advanced coursework in accounting/bookkeeping or related field. Two years of bookkeeping experience, preferably in a court law office or other legal setting. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

**Tasks:** filing, copier, public contact, moving around the office

**Surface:** carpet, concrete, vinyl floors

**Estimated Total Hours:** 3-5 **Maximum Continuous Time:** 1

**2. SITTING**

**Tasks:** clerical duties, answering the phone, scissors

**Estimated Total Hours:** 4-5 **Maximum Continuous Time:** 2

**3. LIFTING/CARRYING**

**Objects:** paper, mail, boxes

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X				
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

**4. PUSHING/PULLING**

**Objects:** storage tables, boxes, storage tubs

**Height of hands above floor during push:** 2-3 feet up to waist height

**5. CLIMBING**

**Tasks:** steps

**Frequency:** daily

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** filing, storage of items

**Frequency:** daily, hourly, weekly

**7. REACHING**

Tasks: normal office duties

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	all	hourly	1 minute	<10 lbs
21-36"				

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95	% of time
Outside	5	% of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash		X

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Daily
Grasp	X		Daily
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Daily

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\_\_\_\_\_ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date