



The Superior Court of California, County of Butte
Human Resources Department
One Court Street, Oroville, CA 95965
Phone: (530) 532-7103  Fax: (530) 532-7291
www.buttecourt.ca.gov

COURT COMPLIANCE SPECIALIST I

Hourly Salary Range: \$14.93 - \$18.15*

*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and a 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

Filing Period: Saturday, May 24, 2014, through Friday, June 13, 2014

THE POSITION:

This position is predominately a Butte County grant funded position that generates revenue for the Superior Court. Under close supervision of the Court Operations Supervisor, a Court Compliance Specialist I performs duties in support of Court operations including specialized accounting duties, pursuing and securing payment of receivable and delinquent accounts, receiving cases with court-ordered fines, fees, assessments, restitution, costs, processing a variety of legal documents; and performing related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is the entry-level, trainee classification of the Court Compliance series. This class is distinguished from the journey level by the performance of more routine tasks and duties. Almost all new or unusual situations are referred to journey-level specialists for assistance. As a Court Compliance Specialist I develops their knowledge and proficiency, a wider variety of duties are assigned and they are allowed to work more independently. Employees at this level are not expected to perform with the same independence of direction and judgment on matters requiring greater technical expertise. Incumbents are trained to work in monitoring compliance with court orders; determining defendants' ability to pay court imposed financial obligations; establishing payment plans within specific guidelines; and learning the techniques in evaluating and determining appropriate work assignments in lieu of fines. In addition, incumbents are expected to maintain good public relations with other departments, work site sponsors and the general public. The Court Compliance Specialist II, under general supervision, performs a full range of specialized collection duties, which includes the most complex assignments, while exercising independent judgment and action within established criteria. The Court Compliance Specialist I is eligible to promote to the Compliance Specialist II level after successfully completing three (3) years at the lower Compliance Specialist I level.

REPRESENTATIVE DUTIES: *(The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.)*

- Sets and conducts interviews with defendants to determine, within specific guidelines, their ability to pay and establishes payment plans or alternative work schedules.
- Inputs data into various automated financial programs.
- Reviews requests for sentence modifications and, within specific guidelines, prepares modification orders.
- Verifies compliance with court orders, and reports findings to the Court as required.
- Affects the collection of Court ordered debt through personal interviews, agreements to repay, correspondence, telephonic contact, legal action or other recovery methods.
- Conducts orientation of enrollees and interprets and explains rules, regulations, and policies to Court referrals, work site supervisors and the public.
- Explains fees and fines and the legal obligations and possible legal consequences of non-payment.
- Maintains financial and statistical records, monitors accounts, and prepares reports.
- Performs related duties as assigned. (Reasonable accommodations will be made when requested and determined by the Court to be appropriate under applicable law.)

Note: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

MINIMUM QUALIFICATIONS

Experience: Two years of increasingly responsible clerical experience in a criminal justice environment or two years clerical experience in a public or private agency in the collections of funds owed, which must have included interviewing clients, establishing payment plans, and direct and telephone contact. Possession of an Associate or Baccalaureate Degree from an accredited college or university with a major in public administration, business administration, administration of justice, or closely related field, may be substituted for one year of the required experience.

Pre-employment Policies and Requirements: All offers of employment are contingent upon: submission of documents verifying identity and authorization to work in the United States in accordance with the Immigration and Naturalization Control Act of 1986; passing a pre-employment medical review/examination; background and reference check, including a fingerprinting check for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). May be required to possess or obtain, by appointment date, a valid California Driver's license issued by the State Department of Motor Vehicles.

Salary and Benefits Package:

Salary range consists of 5 steps with approximately 5% between each. Annual performance reviews are given which allows advancement through the steps.

Benefits:

- Sick Leave - 12 days annually
- Vacation - begins with 3 weeks / year and increases with longevity
- 13 paid holidays
- Position eligible for 2% longevity pay at 10 and 15 years of service
- Membership in (CalPERS) Retirement System - Employees are vested after 5 years of F/T service.
- Choice of 4 CalPERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000); employee can purchase additional voluntary coverage
- ICMA Deferred Compensation Plan
- Employee Assistance Program

This position requires, as a condition of continued employment, that the employee either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a qualified charity.

HOW TO APPLY:

An application may be obtained by visiting the Court's website at www.buttecourt.ca.gov or contacting the Superior Court, County of Butte main courthouse located at One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original signed Superior Court Employment Application along with the required Supplemental Questionnaire to the Superior Court Human Resources Office by the final filing deadline.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process and the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, and the information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including part-time and military service. **Include a complete list of work experience which relates to the specific Minimum Qualification requirements.** Applicants must meet all of the qualifications for the classification by the final filing date.

Policy of Nondiscrimination

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, religion, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

COURT COMPLIANCE SPECIALIST I SUPPLEMENTAL QUESTIONNAIRE

The following four (4) questions must be submitted with your employment application.

1. The Butte Superior Court has facilities in two locations (Oroville and Chico) within Butte County. A Compliance Specialist may be assigned to either of these facilities and the location of employment may change from time to time. Are you able to work at both of the Court facilities within Butte County?

2. Indicate total months/years of professional experience in the following areas:

- Pursuing collection of delinquent debts.....
- Billing amounts owed.....
- Receiving payments of amounts owed.....
- Posting payments of received payments to accounts.....
- Monitoring of accounts.....
- Cash handling.....
- Balancing of cash drawers.....
- Preparation of financial account status reports.....
- Interviewing clients to elicit financial information.....

(Total # Months and Years)

3. A Compliance Specialist works in a fast-paced work environment with frequent interruptions and changing tasks each day. Please rate your ability to work in this challenging environment?

- Excellent
 Very Good
 Good
 Fair
 Needs Improvement

4. The Court conducts prior work reference checks before making a conditional offer of employment. When we contact your current or most recent employer, how do you believe they will rate your performance in each of the following areas? Please circle only one number for each factor and refer to the following scale:

1-Could Improve Performance 2-Average Performance 3-Above Average Performance 4-Far Surpasses Average Performance 5-Exceptional Performance

A. Dependable 1 2 3 4 5

B. Organized 1 2 3 4 5

C. Detail-Oriented 1 2 3 4 5

D. Flexible 1 2 3 4 5

E. Interacts professionally with difficult customers 1 2 3 4 5

F. Learns quickly and retains information 1 2 3 4 5

G. Able to multi-task and keep up with the demands of a heavy workload 1 2 3 4 5

H. Reliable attendance 1 2 3 4 5

I. Accepts personal responsibility for both the amount and quality of their work 1 2 3 4 5

J. Works cooperatively with co-workers and is a team member; is tolerant of others 1 2 3 4 5