



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JULY 22, 2016

CLOSING DATE: AUGUST 5, 2016

TITLE: COLLECTIONS PROCESSOR

GRADE: C-1

DEPARTMENT: DOMESTIC RELATIONS

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$9.97 /hour, \$19,441 /annual

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate or equivalent.

KNOWLEDGE, SKILLS, & ABILITIES:

Thorough knowledge of IBM on-line terminal system. Knowledge of office practices and procedures. Ability in making varied basic arithmetic computations with speed and accuracy. Ability to learn operation of office machines. Ability to learn departmental functions and organization. Ability to learn provisions of and routine interpretations of court regulations and ordinances.

DUTIES & RESPONSIBILITIES:

Checks for mathematical accuracy. Keeps simple accounting records of money appropriated and allotted. Checks incoming wage attachment vouchers against payments and makes necessary adjustments and corrections; prepares journal vouchers. Makes corrections to pre-audit and posting errors and makes transfers of funds. Pre-audits various accounting documents for accuracy and completeness. Balances remittances with cash. Maintains project record for checking distribution sheets of expense vouchers. Balances with IBM on-line computer system. Updates defendant alpha list, costs, etc. Assists with public. Complies, types, files, and answers the telephone. Takes cash payments and maintains responsibility for balancing cash drawer at end of day. Posts receipts and disbursements to transmittal sheets. Responsible for entering same on IBM on-line computer system. Responsible for all cash payments i.e. cash drawer, balancing. Balances monies and checks received against validation tapes. Releases money from cash hold list. Performs related work as required.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.