



Department of Employee Relations

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Job Evaluation Report

City Services Commission Meeting: June 3, 2025

Municipal Court

Current	Recommendation
Court Accounting Assistant-Senior PR 5HN (\$55,728 - \$69,660) FN: Recruitment is at \$56,842 (One Position)	Accounting Coordinator II PR 2FN (\$51,250 - \$71,754) FN: Recruitment is at \$62,529 (One Position)

Note: Residents receive a 3% Resident Incentive Allowance.

Background

Chief Court Administrator Tea Norfolk has requested a job study of the Court Accounting Assistant-Senior title due to changes in level of responsibility. A new job description was submitted and staff met with Deputy Court Administrator Charles Hughes.

Duties and Responsibilities

The Accounting Coordinator II works at the direction of the Court Business Manager, and serves as the section leader for the Court Cash Control and Accounting Section. The position performs simple to complex clerical and accounting functions in accordance with the generally accepted accounting principles (GAAP). As the section lead the position supports the review and approval of all receipts and disbursement of monies received by the Court.

30% Administrative Accounting and Cash Handling

- Perform simple to complex accounting related functions including supporting daily and monthly closeout operations for the Cash Control and Accounting Section.
- Support the cash control operations for Court accounts by reviewing and providing first line approval of payables/receivables.
- Perform high level Court administrative financial processes including processing appeals, refunds, and witness/interpreter fee payments.
- Support the daily handling of payments either over-the-phone or in-person (cash, checks, and credit cards).
- Process accounts receivables/payables and other financial transactions in the City's Financial Management Information System (FMIS) in the absence of Court Accounting Assistants.
- Perform routine cash audits and quality checking of the work being submitted by staff.
- Field escalated defendant questions in regards to accounting related issues and process incoming funds.

- Enter case payment information into the case automated management system when needed.
- Perform monthly reconciliation of simple to complex related accounts such as, but not limited to collection vendor accounts/CMS accounts, financial reporting (statement of cash flows, etc.), and cash adjustment accounts.
- Serve as the secondary bookkeeper of the Court's financial statements in conjunction with the Court Business Manager.

30% Cash Control and Accounting Section Lead

- Assign and monitor work assignments for the Court Accounting Assistants.
- Verify time entry for all Court Accounting Assistants in collaboration with the Court Business Manager.
- Review time-off requests and ensure adequate coverage for the section.
- Support the training of new Accounting Section staff.
- Maintain accounting manuals for specific details related to accounting policies and procedures.
- Work with the Court Business Manager on personnel related matters such as, but not limited to performance reviews, productivity, etc.
- Review the accounts payable entries for the Court Accounting Assistants in the financial management information system (FMIS).
- Enter case payment information into the case management system and review the work of the Court Accounting Assistants.
- Provide guidance/direction to the Chief Court Administrator/Deputy Court Administration in decision making and/or responses to inquiries from various community members or stakeholders.
- Serve as the first escalated point of contact for internal and external stakeholders to the Municipal Court related to financial matters.
- Support the Court Business Manager on month and year end reporting and bookkeeping.
- Assist the Court Business Manager with addressing internal and external audits.

30% Court Financial and General Customer Service

- Provide customer service to internal and external stakeholders where needed.
- Ensure proper coverage of the payment window during normal business hours.
- Maintain professional and courteous working relationships with members of the department, other departments, jurisdictions, and the general public.
- Provide backup customer service support to the Court Services Assistant-Lead when needed.
- Relay accurate information to the general public regarding court policies and procedures.
- Support the Court Business Manager in the efficient operations of the Cash Control and Accounting Section.
- Ensure accurate information is relayed to defendants by the Court Accounting Assistants and provide guidance and direction where needed.

10% Peripheral Duties

- Serve as the primary back-up for departmental payroll clerk responsibilities.
- Review standard reports and enter/correct information in CATS, as needed.
- Participate in the various departmental meetings as needed.
- Participate in any section lead meetings and trainings as recommended.

Minimum requirements include a bachelor's degree in accounting, finance, business administration, or a similar field plus 1 year of experience performing work similar to the essential functions of this job. Experience in a legal setting is preferred. These requirements have not yet been assessed by DER Staffing Services for recruitment and hiring purposes.

Changes to the Position

Changes to responsibilities include the following responsibilities, which were previously completed by the Court Business Manager.

- Serves as the first review and inspection of all payables/receivables for the Court's multi-million-dollar budget. This includes processing the Court accounts payable via the City financial system and preparing them for submission to the Comptroller.
- Works in tandem with the manager on many of the complex end of the month reporting, monthly payments. This includes performing monthly reconciliation of simple to complex related accounts such as, but not limited to collection vendor accounts/CMS accounts, financial reporting (statement of cash flows, etc.), and cash adjustment accounts.
- Serves as the secondary bookkeeper of the Court's financial statements in conjunction with the Court Business Manager.
- Provides support to the section manager in the oversight of staff. This include scheduling and vacation review as well as coordinating remote scheduling to ensure coverage. Also supports the manager with performance reviews and assigning day-to-day tasks.
- Serves as the initial point of contact for escalated calls from defendants/constituents related to financial matters.


Analysis and Recommendation

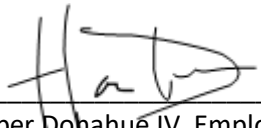
Accounting Coordinators at this level of responsibility process incoming and outgoing payments and perform quarterly and annual financial audits. The positions generate and prepare accounting reports and record journal entries that outline the integrity of financial data. They assist in general accounting work such as calculating time worked and entering timesheets, reviewing and maintaining cash receipts and analysis and reconciliation of accounts. They enter transactions into appropriate accounting systems/databases.

With recent changes, the Court Accounting Assistant-Senior in the Municipal Court is now comparable in level of responsibility to already classified Accounting Coordinator II positions within the Department of City Development, Comptroller, and Health Department. Based upon these changes the recommendation is to reclassify the Court Accounting Assistant-Senior in pay range 5HN (\$55,728 - \$69,660) with a recruitment rate of \$56,842 to an Accounting Coordinator II in pay range 2FN (\$51,250 - \$71,754) with a recruitment rate of \$62,529.

Action Required - Effective Pay Period 15, 2025 (July 6, 2025)

* See addendum included in CCFN for Salary and Position Ordinance changes.

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