



Collector I

**Resumes in lieu of the application form will not be considered.
Documents received after the closing date will not be considered.**

Closing Date: July 26, 2024

Annual Salary Range: \$46,342 – \$55,644

Definition :

To manage a caseload involving the collection of money owed to the Court in the area of delinquent fines, or overpayment from other services and programs.

Essential Duty Sample (This List Is Not All Inclusive, BUT A REPRESENTATIVE SAMPLE OF DUTY FUNCTIONS)

Manage a caseload involving the collection of money owed to the Court as a result of delinquent fines, and Public Defender fees.

Locate and interview individuals with delinquent accounts who may be avoiding payment of monies owed to the Court; Investigate non-payment of accounts via telephone calls, interviews, letters and other investigative methods. Explain earnings withholding or other legal actions to defendants, attorneys employers and debtor; Prepare audits of delinquent account in order to pursue legal recourse; Contact individuals by telephone or mail to inquire about reasons for nonpayment; Verify conflicting information concerning non-payment of delinquent account; Document all action taken and record the receipt of payments onto the case record; Determine defendant debtor's ability to pay amount owed; Negotiate a repayment schedule to satisfy obligation; Explain case action to debtors with questions regarding process; Assist with performing special assignments such as verifying bank accounts and property ownership; Prepare memos, letters and reports utilizing computers and related software such as case management systems, word processing programs and spreadsheets. Operation of a personal computer and software related to Court Collection functions; Attend staff and other work-related meetings, workshops, seminars, and other continuing education opportunities; Serve as a representative of the Court, displaying courtesy, tact, consideration and discretion in all interactions with other members of the Court community and with the public.

EMPLOYMENT STANDARDS

Education / Experience:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent to completion of the twelfth grade AND one year of experience involving routine collection activities.

Knowledge, Skills and Abilities:

Verbally communicate sufficiently to explain information to people of various socio-economic, cultural, and educational backgrounds; Read, interpret, and explain laws pertaining to collection practices; Write clear, concise, grammatically correct case narratives, reports, records and letters; Follow verbal and written instructions; Establish rapport and maintain effective working relationships with others; Use patience, tact and courtesy in dealing with people from various socio-economic backgrounds under various circumstances and under emotional stress; Utilize filing systems and keep systematic and accurate records; Verify information obtained from clients; Maintain resource information; Maintain confidentiality of all information and materials; Research, collect and organize information; Apply mathematic computations for payment schedules; Prioritize work in order to meet deadlines. Operate a variety of computer and office related equipment. Speak, read and write a language other than English, if required and assigned.

The Superior Court of California, County of Tulare, is an Equal Opportunity Employer

EMPLOYMENT PROCESS AND EMPLOYEE BENEFITS

Equal Opportunity Employer: The court does not discriminate on the basis of race, religion, color, national origin, sex, gender, sexual orientation, gender identity or expression, genetics, veteran status, age, or disability or any other status protected by law. The court will provide reasonable accommodation to qualified individuals with disabilities in compliance with state and federal law. In addition, the court complies with applicable state and local laws governing nondiscrimination in employment in every location in which the court has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

THE EMPLOYMENT PROCESS

Application: Prospective employees must submit an application, supplemental application form and other required documents by 5:00 p.m. on the final filing date. Final filing dates vary and are listed on the front of each job announcement. Separate applications must be submitted for each recruitment. Resumes will not be accepted in lieu of the application.

Examination: Applications will be reviewed and evaluated to determine the most highly qualified candidates. Those candidates will then be invited to participate in the examination process which may consist of an application review, written, oral, or performance exam or any combination thereof. Exam scores determine rank on employment lists.

Exam Accommodation: Disabled applicants who require special testing arrangements must contact the Human Resources Department.

Employment List: Employment lists contain names of applicants who have obtained passing scores. Employment lists remain active for six months unless otherwise determined by the Human Resources Manager.

Appointment: The top five ranks on the employment list will be interviewed by departments having vacancies. The position supervisor makes the hiring decision.

Probationary Period: Employees appointed to competitive positions serve a probationary period of 6 months prior to being considered regular.

Condition of Employment: Candidates selected may be required to pass a pre-employment physical and/or psychological examination which is given at no cost to the candidate. A reference check and/or background investigation may also be conducted.

Special Notice: Candidates selected as full-time employees for positions in this classification, as a condition of employment, may join the union and authorize a union dues deduction, or salary deduction of appropriate fee.

Driver's License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court's driving standards.

Immigration Law: Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Drug Free Work Place: The Court is a drug-free workplace and has a comprehensive substance abuse policy.

COMPENSATION

Salary ranges have 5 steps with approximately 5% between steps. Starting salaries are normally at the first step with achievement of the second step after 6 months satisfactory service. Twelve months of satisfactory service are required between each of the remaining salary steps. Candidates granted advanced step appointments are required to perform twelve months of satisfactory service before consideration for the next salary step increase.

EMPLOYEE BENEFITS

The information listed below is a general summary of benefits. The Court has a variety of benefit options available which may differ between bargaining units. Some management positions are granted 5 additional days of vacation.

Vacation: 11 days initially; 16 days after 3 years; 20 days after 8 years; 25 days after 11 years; 300 hour accrual limitation.

Holidays: 14 holidays + 2 floating holidays per year.

Sick Leave: 12 days annually with unlimited accumulation.

Insurance: A medical PPO plan, dental and vision coverage are available. Dependent coverage is also available. Life insurance coverage of \$10,000 is provided. All positions are eligible for long-term and/or State disability insurance. Additional supplemental life and long-term disability insurance may be purchased by the employee.

Retirement: The retirement plan is a defined benefit plan administered pursuant to the 1937 Act County Employees Retirement Act and integrated with Social Security. In addition to ordinary retirement benefits, the plan provides disability and death benefits. Retirement contributions are made by both the Tulare County Superior Court and the employee. The Tulare County Superior Court has reciprocity with the State of California, contracting PERS agencies, State Teachers' Retirement System, and all County 1937 Act Retirement Systems.

Other Benefits: Employee Assistance Program, Employee Recognition Program, IRS Section 125 Program (provides tax savings for insurance costs, dependent care costs and unreimbursed medical expenses), and Deferred Compensation plans are available.

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Email us at courtHR@tulare.courts.ca.gov or Visit our website at www.tulare.courts.ca.gov