



York County Government

District Attorney's Office Restitution Clerk *External* Job Posting

Position: Restitution Clerk
Status: Full Time with benefits
FLSA: Hourly / Union
Rate of Pay: Hourly \$16.61 - \$18.40 / MSEA Union – Grade 5
Reports to: District Attorney or Designee

Purpose of the Position

To facilitate the collection and documentation of restitution payments. As well as oversee the administrative supervision of defendants on Administrative Release and Deferred Disposition.

Scope/Supervision

Works under the general supervisor of the District Attorney and his/her designee to include but limited to the Director of the Victim Witness Program and D.A. Office Manager(s), who provides guidance on technical matters, and who review completed work assignments for conformance with established rules, regulations and state laws.

Responsibilities and Examples of Duties

1. Collect and monitor restitution and administrative supervision fee payments for all courts in York County. And deliver payments to the County Commissioners.
2. Keep records on the payments of administrative fees.
3. Oversee and balance all restitution accounts.
4. Prepare case files for restitution orders.
5. Responsible for interacting and communicating with victims in regards various aspects of their court case.
6. Communicate with subjects ordered to pay restitution.
7. Process and send restitution payments to crime victims.
8. Balance all accounts.

9. Take complaints of violations of Administrative Release and Deferred Dispositions and forward them to the appropriate prosecutor.
10. Monitor all deadlines included in Administrative Releases and Deferred Dispositions.
11. Prepare and track restitution related motions for prosecutor review and filing with the Court.
12. Notify the Prosecutor and document the notification when payments are made when warrants are issued for the purpose of withdrawing warrants of arrest.
13. Review files and contact victims in felony cases for documentation of loss and for drafting restitution requests.
14. Provide DA/Court with full documentation of loss and restitution request figures.
15. Contact victims by telephone and occasionally meet with the victims in person to review restitution and prepare requests. Explain realistic expectations regarding restitution collection to victims.
16. Notify victims of settings of hearings in related cases and results of related court hearings.
17. Other duties as may be assigned by supervisory staff.

Knowledge, Skills and Abilities

1. Strong communication and customer service skills.
2. High School diploma or equivalent.
3. Education and/or experience in accounting / bookkeeping is preferred but not required.
4. A strong skill set with Microsoft Office, with emphasis on use of Excel spreadsheets.
5. Must be able to work in a team atmosphere and have a professional and courteous demeanor.
6. Valid driver's license is required.

Work Environment

The physical demands described here are representative of that must be met by the employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time, walk; use hands to type, often in repetitive motion; and reach with hands and arms. Individual must have the ability to occasionally lift 25 pounds or more.

Expected Hours of Work

A normal Monday through Friday work schedule is required based on the needs of the office. Overtime and evening hours are limited.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities; specific duties and responsibilities will be covered during training and may change anytime with or without notice at the needs of the office.

Interested candidates may pick-up an application at the York County Government building located at 149 Jordan Springs Road, Alfred, Maine or by downloading an application from the York County Government website:

www.yorkcountymaine.gov

All Applications / Resumes should be submitted to:

York County Human Resources
Attn: Linda Corliss – Director of H.R.
45 Kennebunk Road
Alfred, ME 04002

This position will remain open until a qualified candidate is selected.

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran Status.