



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Collections Clerk  
**Department:** Collections Office  
**Type:** Part-Time, 25 hours per week

**Application Deadline:** 5/31/2019

**Wage:** \$10.00 per hour

#### **General Description:**

Under the direction of the Collections Manager this position provides clerical and administrative support for the Collections Department. Responsible for collecting fines, fees and court cost payments owed to Nacogdoches County. Assists in setting up payment plans, tracks payment delinquencies and makes phone calls to collect delinquent accounts. Provides customer service at the collections window and accepts and records payments. This position requires the incumbent to perform financial evaluations and record payments received in a concise and accurate manner.

#### **Knowledge, Skills & Abilities:**

- Ability to maintain confidentiality
- Excellent verbal and written communication skills
- Excellent customer service skills
- Ability to accurately record payments and cash transactions
- Knowledge and ability to perform financial evaluations
- Ability to multi-task in a professional office environment
- Ability to follow instructions and perform duties independently with speed and accuracy
- Ability to make sound decisions in accordance with established policies and laws
- Ability to adapt to changing work situations, and remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Ability to read and understand a variety of files, reports and legal correspondence
- Ability to prepare reports, forms, logs, charts, etc. using prescribed formats
- Knowledge of proper telephone etiquette and general office and clerical support procedures
- Knowledge of the English language; its usage, spelling, grammar and punctuation
- Knowledge of and ability to use basic math
- Proficiency in the use of computers, keyboarding and data entry

#### **Requirements:**

- High School Diploma or G.E.D.
- One (1) year of money and cash handling experience
- One (1) year of customer service experience
- Valid Texas Driver License

#### **Instructions:**

Submit a completed and signed Nacogdoches County Employment Application to the address below by 5/31/2019. A resume may also be attached to the application but will not be accepted in place of the application.

Nacogdoches County  
Human Resources  
101 W. Main, #161  
Nacogdoches, TX 75961