



## NACOGDOCHES COUNTY

### Job Opportunity

**Position:** Collections Manager

**Open Until Filled**

**Department:** Collections Office

**Starting Salary:** \$38,963 to \$42,499 per year depending on experience, plus benefits

**Type / Status:** Regular, full-time / Exempt

#### **General Description:**

The Collections Manager is responsible for the collection of money owed to Nacogdoches County for court cost, fines, and fees from the courts. This position manages the activities of the Collections Department to insure compliance with regulations and evaluates processes to improve department operations and collections. The Manager interviews defendants and underwrites payment agreements; coordinates with jail staff on inmate release; maintains a system for reviewing accounts for delinquency; issues notices and makes phone calls on delinquent accounts. The Manager also compiles collections statistical data and files required reporting. This is a supervisory position responsible for coordinating the activities of departmental employees.

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

- Knowledge of the principles and procedures of collections
- Knowledge of the principles and procedures of record keeping
- Knowledge of CCP, Local Government Code, OCA Compliance, and State Reporting
- Ability to do research and prepare reports
- Ability to plan and supervise the work of others
- Excellent oral and written communication skills
- Ability to interact effectively and courteously with the public, subordinates, co-workers and other county departments
- Ability to adapt to changing work situations, and remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Skill in the use of modern office procedures, methods and equipment, including computers
- Knowledge of and ability to use Microsoft Word and Excel
- Ability to learn and use County application software (Spillman, Netdata, Icon, I-plow)
- Ability to travel for work both inside and outside of the County with occasional overnight travel for training required.

#### **Requirements:**

- Two (2) years of experience in debt collection procedures that demonstrates skill in developing payment plans, proper money handling and record keeping. Or, a combination of education, experience, and training that provides the required knowledge, skills and abilities.
- Experience in customer service
- Valid Texas Driver License
- Preferred: Bachelor's degree in business, finance, criminal justice or a related field

#### **Instructions:**

Submit a completed and signed Nacogdoches County Employment Application to the address below. Resume and list of professional references should 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