

WICHITA COUNTY

Job Announcement



- POSITION:** Hot Check Coordinator
- LOCATION:** Criminal District Attorney's Office
Wichita County Courthouse
- SUPERVISOR:** Chief of the Misdemeanor Trial Courts Division
- HOURS:** 8:00 a.m. – 5:00 p.m., Monday – Friday (Occasional overtime may be required. Overtime is paid in compensatory time.)
- SALARY:** \$1908.92 - \$2000.50 Per Month (Depending Upon Qualifications)
(Grade 11, Steps A-C, Wichita County Salary Table)

POSTING DATE: August 24, 2010

CLOSING DATE: Open Until Filled

- **GENERAL DESCRIPTION:** The Hot Check Coordinator handles questions and inquiries from the public concerning hot check procedures.
- **ESSENTIAL DUTIES:**
- Deals with the public and answers questions and inquiries concerning hot check procedures, whether by telephone or through the mail.
 - Assists the public with the preparation of appropriate paper work for filing worthless check cases and intake of cases.
 - Ensures that a daily log is maintained for all worthless check cases filed within the Criminal District Attorney's Office.
 - Prepares and maintains all files for worthless check cases accepted by the Criminal District Attorney's Office.
 - Mails courtesy letters.
 - Prepares and files affidavits, warrants for worthless checks, complaints/information, and announcements of ready. Forwards cases to the appropriate prosecutor(s).
 - Receives and records all restitution payments.
 - Mails restitution checks after they have been prepared.
 - Operates various types of office equipment to include copiers, 10-key adding machines and facsimile machines.
 - Uses a personal computer to enter and retrieve data and operate applicable programs and systems.

- Administratively supports office co-workers in their daily activities and maintains a close and highly responsive business relationship with office staff and officials.
- Answers the telephone using proper business telephone etiquette, courtesy and friendliness.
- Files, types, and photocopies documents.
- Properly and discretely handles sensitive information, protects, and maintains strict office confidentiality.
- Performs other job-related duties as assigned.

► **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Must be a high school graduate or equivalent (GED).
- Must be computer literate and have a working knowledge of applicable software programs.
- Must be able to type a minimum of 50 WPM with minimal errors.
- Must be able to conduct self in a professional manner and develop and maintain good working relationships with the public, co-workers, supervisors, department heads, and County officials.
- Must be dependable and punctual.
- Must be able communicate effectively with others, both verbally and in writing.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must be able to occasionally lift and move loads up to fifty (50) pounds.
- The Criminal District Attorney's Office is a non-smoking environment.
- **START DATE: Mid to Late September 2010.** Interviews will be conducted as applications are received.

► **APPLY TO:**

- **To be considered for employment, please submit your completed Wichita County Employment Application, cover letter and resume to:**

**Office of the Criminal District Attorney
Wichita County Texas
ATTN: Angel Gaither
900 7th Street, Suite 351
Wichita Falls, Texas 76301**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7th Street, Wichita Falls, Texas 76301.