

**Monona County**  
**Employer's Job Description**  
**(New 02-2024)**

**Name:** \_\_\_\_\_ **Department:** County Attorney  
**Position Title:** Court Debt Recovery/Legal Secretary **Pay Grade:** TBD  
**Status:** Hourly / Non-exempt **Reports To:** County Attorney

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**Primary Purpose of Position**

The primary purpose of this position is to perform legal work assigned, specializing in fine collection; prepares documents for court action. Obtains videos and audio recording from law enforcement agencies and organizes discovery of cases.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Attorney:**

- Responsible for the delinquent court debt collection program.
- Creates/maintains collection specific forms.
- Initiates and maintains garnishments.
- Develops and maintains new procedures as they pertain to the collections program.
- Establishes payment plans for court debt and determines compliance in order to initiate proceedings such as: garnishment of wages, vehicle registration releases, administration of the driver's license reinstatement programing, etc.
- Analyzes court fines and prepares legal documents primarily to assist in the collection of unpaid fines.
- Monitors payment schedules
- Understands the concept of the delinquent court debt collection program in order to successfully build and maintain for the county.
- Prepares periodic reports as requested or necessary and able to explain all data contained therein.
- Work with various computer systems and programs to store data and run reports.
- Inputs and/or scans reports into electronic case management system.
- Work with various computer systems and programs to store data and run reports.
- Collects and organizes all discovery received by Law Enforcement, witnesses, and/or any victim(s).
- Effectively communicates with necessary individuals in law enforcement to retrieve any and all
- Prepares/distributes all discovery and video/audio evidence for defense counsel.
- Obtains criminal records and reports from 911 Communications, Police or Sheriff's Department, Clerk's office or other sources to facilitate case preparation.
- Obtains medical and/or psychological reports, drug and alcohol testing information and any other reports deemed necessary to facilitate case preparation.
- Contacts law enforcement officials, witnesses, legal professionals, and any additional individuals which may be necessary to facilitate case preparedness.
- Monitor EDMS—Iowa Judicial Branch filing system to coincide with case management software for accurate information.
- Answers telephone calls concerning case-related questions and/or refers caller to appropriate source for assistance.
- Obtains District Court Dockets and District Court Trial Dockets.
- Operates standard office equipment including, but not limited to, telephone systems, Microsoft applications, copy machines, etc.
- Receives and processes all incoming mail and distribute appropriately.
- Handle multiple tasks and competing priorities in a high paced and high-volume environment.
- Maintains the confidentiality of all information, communications, documents, and correspondence in the County Attorney's office.
- Ability to plan and organize a personal work schedule, set priorities, and meet deadlines.
- Other related duties or assignments as required or directed.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or GED equivalent. Associate's degree or paralegal degree preferred, or equivalent combination of education, training, and experience in an office/law firm setting. Excellent written and verbal communication skills are required. Knowledge of legal writing techniques and legal jargon. A valid Iowa motor vehicle operator's license and proof of insurance.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiate, measure and sort information.

Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate professionally and courteously with the general public and other employees.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must also have the ability to remain calm and professional in stressful situations when dealing with the public.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports regarding operations and services.

### **Physical Requirements**

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification including repetitive climbing.

Work is generally performed indoors and may require some physical activity, including but not limited to sitting for extended periods of time, standing, walking, kneeling, bending, crouching, and climbing.

Ability to frequently push, pull, and/or carry supplies and other materials weighing up to ten (10) pounds and to occasionally push, pull, and/or carry supplies and other materials up to twenty-five (25) pounds.

### **Environmental Conditions**

Work environment may be stressful when working with crime victims, their families, witnesses and when meeting deadlines necessary for the preparation of criminal cases. May be exposed to crime scene photographs, crime scene evidence, and/or other information which may contain explicit content.

### **Compliance**

Compliance with the employee handbook, employer policies, department work rules, and supervisor directives.

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Monona County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer

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**Employee Acknowledge.**

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

County Attorney

Date: \_\_\_\_\_

This job description has been reviewed and approved by:

Department Head: \_\_\_/s/Haley Bryan\_\_\_\_\_

Board of Supervisors: \_\_\_/s/Bo Fox\_\_\_\_\_

Effective Date: \_\_\_02/13/2024\_\_\_\_\_