

Van Zandt County
Director of Collections
FSLA: Exempt

Supervision:

The Director of Collections reports to the Commissioners' Court of the County.

Job Description:

The Director of Collections monitors the general operation of the department and ensures professionalism. Prepares departmental budget. Supervises and trains the collection staff at point of any future expansion of office. Interviews defendants. Investigates, evaluates, and verifies applications for extension of time for payment of fine and/or court costs. Grants or denies an application based on defendant's financial resources. Determines payment schedule if extension of time for payment is granted. Maintains a system for reviewing accounts for delinquency. Contacts defendants regarding delinquent accounts. Submits delinquent accounts to judges for review and requests that warrants be prepared based on court orders. Issues and mails notices on delinquent accounts. Provides information pertaining to specific accounts. Prepares and maintains all related required reports, files, and records and reports to the Commissioners Court and Judges. Acts as the liaison between the Collection Department and all other County departments. Assesses the effectiveness of the collections program and implements improvements and new collection techniques as needed. Stays aware of all laws that pertain to the collections of court ordered fines and fees. Performs related work as required.

Experience or Knowledge Required:

Ability to develop, implement and operate a comprehensive fee collection program. Previous experience in collections or finance; have the ability to communicate effectively, verbally and in writing; ability to plan, train and supervise the work of others; word processing and spreadsheet computer experience.