



Financial Hearing Officer

Class Code:
4824

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: Jul 1, 1996
Revision Date: Jul 18, 2018

SALARY RANGE

See Salary Schedule

JOB DESCRIPTION:

JOB DEFINITION

Under direction, to conduct financial hearings to assess financial obligations and to determine and establish financial responsibility of defendant to reimburse the County for services rendered by the County in connection with Court proceedings; and to perform other related duties as assigned.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Conducts financial hearing to obtain a variety of biographical, personal, and financial data to determine and establish defendant's ability to reimburse the County for services rendered which may include public defender, court appointed attorney, formal probation supervision, weekend jail, jury services and related court costs.
2. Determines the amount of money owed to the County; based on information provided by the defendant and court orders; establishes a payment plan; verifies employment and financial information as necessary.
3. Sends inabsentia letters to defendants either scheduling a financial hearing or notifying them of a financial determination that was made on available information.
4. Explains financial obligations and possible ramifications for non-payment to encourage voluntary payment; provides defendant with written verification of financial assessment; informs the defendant of the appropriate location to make payments.

5. Makes financial determination and enters stipulation and judgment for defendants that fail to appear for second financial hearing.
6. Maintains file on each defendant; maintains a log of all financial hearings and dispositions; provides central collections with all documentation of each assessment for the purpose of billings and collections; prepares statistical summary reports of activities.
7. Reviews cases scheduled on the court calendar in order to prepare for the financial hearings; reviews pertinent case information and documentation to assist in the financial determination; reviews court calendar and rough minutes to determine the disposition of cases already held.
8. Conducts fee waiver hearings; reviews financial information provided by the defendant; prepares documentation for authorization or denial; forwards recommendation to court.
9. Prepares report and documentation to respond to appeals when responsible parties appeal financial determination; makes court appearance and presentation if appeal is not settled out of Court.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education:

Possession of an Associate of Arts or Associate of Science degree or equivalent to two years of college coursework with 60 semester units or 90 quarter units from an accredited college or university.

And

Experience:

The equivalent to two years of full-time increasingly responsible clerical experience in a banking, court, education, health care, law enforcement, legal, probation or social services environment.

Additional qualifying work experience as described above may substitute for the required education on a year-for-year basis. One year (2080 hours) of additional qualifying work experience will be considered equivalent to 30 semester units/45 quarter units.

Desired Qualifications:

Collections experience preferred.

KNOWLEDGE AND ABILITIES:

Knowledge of Court procedures; collection methods and practices; interviewing techniques; basic arithmetic; basic computer terminal operation.

Ability to conduct an interview under sensitive and/or hostile conditions; analyze, evaluate, and interpret financial information; perform mathematical computations; maintain files and records; communicate in writing; organize work and establish priorities; establish and maintain working relationships with other staff, outside agencies, other departments and the general public; work independently; communicate with persons from a wide variety of ethnic and social backgrounds.

CLASSIFICATION HISTORY:

Date established: 7/96

Date revised: 2/99, 7/18