

# **City Court of Houma**

8046 Main Street  
Houma, LA 70360

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## **Vacancy Announcement**

### **Court Compliance Officer**

See Attached Job Description

\$10.00 - \$12.00 per hour

Closing Date: Until Filled

**If interested in this vacancy, apply at:**

### **City Court of Houma**

8046 Main Street  
Houma, LA 70360

All interested employees should submit a letter of interest  
and updated application or resume to  
City Court of Houma and their department head.

**Terrebonne Parish Consolidated Government  
is an Equal Opportunity Employer**



# City Court of Houma

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Court Compliance Officer
<b>DEPARTMENT.....:</b>	City Court of Houma
<b>DIVISION.....:</b>	Court Compliance
<b>CLASSIFICATION.....:</b>	Deputy Clerk III
<b>REVISED.....:</b>	02/2019
<b>REPORTS TO.....:</b>	Court Compliance Supervisor
<b>REVIEWED.....:</b>	02/2019
<b>WAGES.....:</b>	Non-Exempt (Hourly)

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### **SUMMARY:**

This position is an entry level para-professional position within the Court Compliance Department performing court compliance/collection tasks for the Juvenile and Adult Criminal Departments. An employee in this position may perform some or all of the basic functions listed below. The supervisor of the Court Compliance Department will determine and assign each employee's primary responsibilities.

### **BASIC FUNCTIONS:**

1. Assist public at the client window, handing matters of a general nature. Get signatures for the next court date and/or plea if necessary.
2. Assist the general public both in-person and by telephone.
3. Change status on warrants to recall and reactivate when necessary.
4. Schedule payment arrangements for clients when necessary.
5. Work with outside collection sources when necessary.
6. Use collection software to schedule and maintain payment arrangements.
7. Send collection letters and make phone calls when cases become delinquent.
8. Work with skip-tracing program, locating people that have moved.
9. Enter charges and fees into computer when necessary for juveniles and adult criminal departments.
10. Work with juvenile and adult criminal departments every day on their court docket.
11. Work with the Marshal's office in locating people with outstanding warrants.
12. Maintain receipts for payments that are being made every day for juvenile.
13. Become sufficient with software used in the Court Compliance Department in order to set up payment agreements, track clients, and send letters and make calls to clients.

### **OTHER REQUIREMENTS:**

1. Must be willing to adjust to the schedule of the court, work late and on weekends when necessary.
2. Must have experience with Excel and Word.

### **EDUCATION/EXPERIENCE:**

1. Must have a High School diploma with additional training in business school or college an advantage.
2. Must have two years general office experience.
3. Must have good communication skills.
4. Must have knowledge of and experience on personal computers.

5. Must have the ability to work with various socio-economic groups of individuals.
6. Prior experience in the collection field or court compliance field is advantageous.

**SUBSTITUTIONS:**

Associates degree in office occupations or completion and/or certification in state approved vocational technical training may be substituted for one year of the required general office experience.

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