Opportunity Information

Job Title: Collections Investigator
Job Code: R41350
Location: Cortez
District: 22 Trial Courts
Department: Combined Court
Monthly Salary Range: $3,902.00 - $5,403.00
Posted Date: 10/09/2020
Closing Date: 10/23/2020
How to Apply: https://www.courts.state.co.us/Careers/Opportunities.cfm
Position#: 42404
FTE: 1.0

* An eligibility list may be created from this job announcement

Brief Description

Judicial Branch Overview

The Colorado Judicial Branch is a premier state government agency focusing on state trial courts and offender probation. Across the many varied career paths within the organization we universally recruit ambitious individuals to become valued public servants and future leaders. We are seeking applicants who want to contribute in making the Judicial Branch the “employer of choice” in Colorado. In addition, our desire is to hire professionals who consistently demonstrate integrity, embrace change, and contribute to the bottom line success of their smaller work team and the larger goals of the organization.

In return, you will gain valuable experience with a progressive organization known as one of the top judicial systems in the nation. The Judicial Branch allows employees to work with creativity in a unique culture defined by ethics, where execution, excellence and high performance are rewarded. Career opportunities abound within the organization as the average Judicial employee has tenure of 10+ years of service.

In a recent statewide employee survey an overwhelming majority of our employees ranked “sufficient work/life balance” as the #1 benefit of their job. Additionally, Judicial Branch employees take great pride in serving an organization that provides high-quality services to Colorado residents. Providing a positive work environment and culture with a competitive total rewards compensation package, the Colorado Judicial Branch is the solid career opportunity for which you have been seeking!

General Statement of Duties

Performes the full operational level of work in administering, enforcing, and collecting on court orders or judgments entered with respect to fines, fees, restitution, or any other accounts receivable of the court, judicial district, or Judicial Department.

Minimum Qualifications

To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential functions. The requirements listed below are representative of the knowledge, skill, ability, physical and
environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education and Experience**

Three years’ experience conducting financial or collection related interviews and investigations, credit management or related experience.

OR

Graduation from an accredited college or university with a bachelor’s degree in the field of business administration, accounting, criminal justice, psychology, sociology or related field. Any equivalent combination of education and experience may substitute on a year-for-year basis.

**Additional Comments**

The southwestern Colorado town of Cortez, one of America's richest archaeological centers, lies between the entrance to world-famous Mesa Verde National Park and the fascinating Ute Mountain Tribal Park.

This position will be responsible for assisting the Montezuma courts and community with administering, enforcing, and collecting on court orders or judgments entered with respect to fines, fees, restitution, or any other accounts receivable of the court, judicial district, or Judicial Department.