STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION

CLASSIFICATION SERIES:	SERIES NO.:
Restitution Compliance Officer	2637
MAJOR AGENCIES:	EFFECTIVE DATE
Attorney General Only	

SERIES PURPOSE

The purpose of the restitution compliance officer occupation is to ensure defendants comply with all terms of judgments rendered, establish procedure for distribution of money & mediate any consumer complaints where defendants allegedly have violated the terms of the judgment.

<u>CLASS TITLE</u>: <u>CLASS NUMBER</u>:

Restitution Compliance Officer 26371

EFFECTIVE DATE

06/22/1990

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of Ohio consumer protection laws & rules & procedures for collections & subsequent distribution of money to ensure defendants comply with all terms of judgments rendered.

CLASS TITLE:	CLASS NUMBER:	BARGAINING UNIT:
Restitution Compliance Officer	26371	EX

EFFECTIVE DATE

06/22/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Collects money from defendants for which judgments have been rendered with regards to consumer restitution, civil penalties, attorney fees & investigative costs, deposits moneys into appropriate accounts & maintains accurate records thereof & disburses fund to appropriate parties (e.g., consumer, county treasurer).

Mediates consumer complaints received concerning alleged failure of defendants to comply with terms of judgments rendered (e.g., telephones &/or corresponds with complainants & defendant's attorney; attempts to settle complaints; requests compliance), makes recommendation to supervisor on cases where defendants have continued to fail to comply & refers delinquent cases to claims section.

Prepares & maintains required reports & records; prepares closed case files for storage; maintains petty cash fund for section.

MAJOR WORKER CHARACTERISTICS:

Knowledge of interviewing; public relations; Ohio consumer protection laws & rules & procedures for collections*; bookkeeping*. Ability to collect, deposit & disburse moneys according to established procedures; mediate & resolve consumer complaints or take appropriate action on delinquent defendants; handle routine & sensitive inquiries from & contacts with consumers, defendants & their attorneys & other departmental officials; prepare & maintain accurate records & reports.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

- 2 yrs. trg. or 2 yrs. exp. in receipt, research & disposition of public complaints involving alleged violations of company/agency policies & procedures or state/federal laws & rules.
- -Or 18 mos. trg. or 18 mos exp. in investigations.
- -Or 12 mos. trg. or 12 mos. exp. in collections of money for delinquent accounts.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable

UNUSUAL WORKING CONDITIONS:

Not applicable.