

NOW HIRING

Job Title: COLLECTIONS MANAGER/PARALEGAL

Department: County Attorney

FLSA Status: Exempt

SUMMARY:

Under general supervision of an attorney, supervises and performs legal work assigned, specializing in fine collection and collection of jail fees and other related costs of incarceration and other obligations owed to Benton and other contract Counties; prepares documents for court action. Research law, investigate facts, and prepare documents to assist lawyers by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include the following. Other duties may be assigned.

Management of the County Attorney Collection Program, as supervised by the County Attorney; including primary responsibility for organization and recording of sensitive data; works with the Clerk's Office to facilitate collections; analyzes court files and prepares legal documents primarily to assist in collection of unpaid fines, unpaid jail and other fees owed to Benton County; prepares legal documents for actions in court; monitor's payment schedules to assure that they are met; calculates unpaid fines and other fees owed to Benton County; assists assistant county attorneys as necessary with legal research; prepares various records and reports.

Management of the collection of jail fees and other costs related to the incarceration of the inmates by the Benton County Sheriff and other monies owed to Benton County. Work with the jail and Sheriff's Department and other county offices to facilitate collection.

Oversee other collection staff including assigning duties and evaluating work performance.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must be capable of regular and predictable attendance at a specific location in order to perform assigned tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:

- Must have strong leadership ability,
- Must have excellent interpersonal skills,
- Must be able to resolve disputes,
- Must be goal oriented, disciplined, empathetic to others,
- Must create and maintain a positive work environment.

EDUCATION AND OR/EXPERIENCE:

Associate's degree (A.A.) or equivalent from a two-year college or technical school as a Paralegal/Legal Assistant and six months to one year related experience or any equivalent combination of training and experience that will have provided the required knowledge, skills and abilities.

LANGUAGE SKILLS:

Ability to understand complex oral and written instructions and communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with all levels of staff, Clerk of Court, Court Administrator, attorneys, law enforcement agencies, and the public. Demonstrated ability to maintain confidentiality, independent judgment and work under pressure; ability to prioritize workload and organize time efficiently.

Benefits:

- IPERS retirement with 6.29% employee contribution and 9.44% employer contribution
- 10 paid holidays
- Vacation time, sick time, and two personal days off.
- Opportunity to earn compensatory time
- Health Insurance as low as \$180 per pay period for a family plan
- Dental insurance
- Vision Insurance
- Flex Spending
- Accident and Critical Illness Insurance
- Wellness program with opportunity to earn up to \$350 in incentives
- Pay commensurate with experience

THANK YOU FOR YOUR INTEREST IN EMPLOYMENT AT BENTON COUNTY

Return Application To:

Apply online or drop off completed application with resume and cover letter to the Benton County Attorney, 111 East Fourth Street, Third Floor, Vinton, IA 52349 or email required documents to rlough@bentoncountya.gov

[Apply Online](#) [Printable Application](#)

- Job Type: Full-Time
- Department: [Attorney](#)
- Salary Range: commensurate with experience
- Posted: 5/12/26
- Expires when position is filled