

COLUMBIA COUNTY, OREGON
 JOB DESCRIPTION: SENIOR CIVIL DEPUTY
 DATE: 02/25/2011

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	125
SUPERVISOR:	Office Manager II	SALARY RANGE:	Senior Civil Deputy
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Plan, participate and coordinate all duties and aspects in the Civil Division. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plan, coordinate and participate in the operation of the Civil Division in the Sheriff's Office. Civil actions include notices to vacate premises, notice of entry of judgment, summons, complaints, restraining orders, FED summons and complaints, garnishments, seizure of personal property, personal services on specific legal documents, and real property sales.

Review letters of instruction received with civil papers. Check papers for certification, proper amount of fees, omitted fees, addresses, bail, expiration date and description data. Process civil papers as requested by the filer and prepare them for the proper procedure in serving the same.

Serve civil papers.

Process returns on executions and garnishments. Issue affidavits of service and checks for funds received from garnishees to the proper courts. Prepare affidavits of services. Mail exemption and claim forms and other appropriate documents to defendants and other parties as needed.

Account for funds received in Sheriff's Office for civil fees, gun permits, garnishments, real and personal property, and Sheriff's sales.

Process and maintain a wide variety of reports, including restraining orders and stalking orders.

Maintain files, organize records and prepare reports as necessary. Prepare and/or type a variety of letters, memos, reports and other documents.

Organize all aspects of land and personal Sheriff's sales.

Prepare legal documents such as garnishments, deeds and other types of complex legal documents. File documents appropriately with the courts and distribute to appropriate parties.

Perform research from files and records.

Answer questions regarding departmental policies or procedures. Assist public in completing forms and by supplying correct information in response to inquiries. Assist public in completing a variety of forms and applications.

Provide clerical assistance to Civil Clerks as needed.

Serve as the LEDS representative for the Columbia County Sheriff's Office.

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Train Civil Staff and Volunteer workers. Coordinate volunteer services to the sheriff's office.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Lead civil staff to the extent of coordinating, organizing and assigning work. Carry out responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Coordinate all personnel functions with the Office/Support Services Manager.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Office/Support Services Manager who provides policy and administrative direction and reviews 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's Degree in a related field. At least four years work experience in a law enforcement agency with at least one year work experience in civil process. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

SPECIAL NECESSARY QUALIFICATIONS: Must be free of criminal convictions which would affect the ability or perception of the ability to perform this position.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or ability to obtain within six (6) months of employment. Law Enforcement Data System Certification. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of civil office practices and procedures, terminology, court proceedings and related documents. Thorough knowledge of general office procedures and practices. Familiarity with the general principles of bookkeeping and office records systems. Familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to communicate effectively and prepare clear and concise reports. Ability to perform complex tasks with minimal supervision. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds. Service of civil papers requires the ability to operate a motor vehicle and to sit and walk for periods of time.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typically a general office environment with the service of civil papers requiring travel to external destinations in all weather environments. Daily contact with inmates and offenders with exposure to hazards and risk which accompanies such contact.