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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	122
SUPERVISOR:	Corrections Lieutenant	SALARY RANGE:	Civil Clerk
UNION (Y/N):	Yes (full-time)	LOCAL:	CCDSA

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**GENERAL STATEMENT OF DUTIES:** Perform advanced civil process duties in the Sheriff's Civil Division, maintaining complex legal and related records. Perform all duties related to the handgun permit process, including maintaining related records. Provide advanced secretarial and administrative support to the Sheriff's Office. Do related work as required.

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

Perform secretarial duties to support the department which includes scheduling meetings, making travel/lodging/conference reservations, answering phones, routing calls, receiving visitors, taking messages, and making appointments. Prepare and/or type a variety of letters, memos, reports and other documents. Perform PPDS, LEDS and NCIC entry, ticket data entry, monthly case log report and OUCRs. Process concealed handgun permits when needed. Collate, type and deliver weekly press release to the local news agencies.

Perform all tasks related to the Warrants process.

Maintain daily calendar of cases to be processed. Contact attorneys regarding cases. Complete returns on civil process for the Courts. 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.

Receive and review applications for weapons permits. Fingerprint and photograph applicants. Run criminal histories on applicants. Prepare and issue weapons permits. Receive and receipt fees for permits. File applications, permits and related documents. Maintain filing system for weapons permits.

Perform research from files and records. Receive and complete records requests.

Prepare claims for invoices as necessary to submit to Accounting. Process receipts for monies received. Perform cash handling duties in accordance with the County Cash Handling Standards.

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.

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

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

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not normally a responsibility

assigned to this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Corrections Lieutenant who assigns and reviews work for conformance with established policies and procedures.

**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 high school graduation with additional broad specialized legal or secretarial training. Four years of responsible secretarial or clerk work experience, at least two years of which must have been in a law enforcement agency. Prior experience working with the legal civil process is required. 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:** Advanced knowledge of civil office practices and procedures, terminology, court proceedings and related documents. 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 judgment 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.

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.