

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

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Sheriff's Office	CLASSIFICATION:	123
SUPERVISOR:	Office Manager II	SALARY RANGE:	Civil Deputy
UNION (Y/N):	Yes	LOCAL:	CCDSA

GENERAL STATEMENT OF DUTIES: Serve civil and legal court papers on persons throughout the County. Maintain records and assist with various office duties in the Civil Division. Do related work as required.

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

Serve legal papers such as summons, small claims, garnishments, restraining orders and subpoenas. Serve and enforce writs of execution, attachment of property and other court orders.

Receive and record a wide variety of legal documents on civil suits received from the courts.

Assist with office procedures which includes examining service documents for compliance with statutory requirements and completeness.

Maintain a complete and comprehensive record of activities. Maintain records and, when required, prepare reports necessary for official investigation, crime prevention, prosecution and office procedure.

Process telephone calls from the public with complaints regarding law enforcement matters.

Perform research from files and records.

Prepare a variety of documents as needed.

Answer questions regarding departmental policies or procedures. Assist public as appropriate.

Assist with transport of inmates upon request.

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

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Office/Support Services Manager 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.

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EDUCATION and/or EXPERIENCE: Equivalent to high school graduation with additional broad specialized legal or law enforcement training. Four years of responsible work experience in the criminal justice field, at least two years of which must have been in a law enforcement agency. Prior experience working with the legal civil process and/or evidence processing 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 three (3) months of employment, a current first aid/CPR card. Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage. Must be LEDS certified within six (6) months of appointment.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of civil office and evidence handling 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.

More than moderate, involving the movement of various types of evidence from location to location. Occasionally lifting/carrying items weighing 20-50 pounds, 1-25 pounds frequently. Requires standing, walking, reaching, climbing, bending and stooping and all other actions related to the handling of evidence. 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 in a high security environment with exposure to hazards and risk which accompanies such contact.