



CLASSIFICATION NO. 136  
Established: 11/20  
FLSA: Non-Exempt  
EEO: 6

## **SHERIFF'S CIVIL SPECIALIST**

### **CLASS CHARACTERISTICS**

Under direction, to perform a variety of complex administrative duties associated with the preparation, processing and maintenance of documents related to the civil legal service process; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and within cities which contract for law enforcement services.

The Sheriff's Office Civil Division is responsible for processing, serving and enforcing court orders and a variety of other documents issued by the courts. The Sheriff's Civil Specialist examines and processes legal and other official documents associated with civil service processes. These include subpoenas, restraining orders, eviction notices, tenant removals, complaints, petitions, etc. Incumbents receive and review these documents for completeness of required and statutory elements, legal sufficiency, and that they are actionable. Incumbents then accept or reject documents for service. If accepted, Sheriff's Civil Specialists enter and prepare documents to be served by Sheriff's Office Deputies within established legal timeframes. Incumbents also determine civil process service fee amounts and accept and process payments. If rejected, Sheriff's Civil Specialists return documents to customer (citizens, courts or other agencies) and provide explanations and options.

The Sheriff's Civil Specialist differs from the Office Specialist series by its greater analytical skills to interpret and apply civil codes and laws in the review and acceptance of court/civil documents for civil notice and enforcement by the Sheriff's Office.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Receives, reviews, processes, maintains, enters and completes intake process for a variety of court/civil documents delivered to the Sheriff for action; examines legal documents for form, sufficiency of information, and conformance with legal requirements; interprets data from legal documents to identify how to process them and to confirm that they are appropriate for the Sheriff's Office action/ service; identifies parties to be noticed/served and location for service; determines appropriate fees; accurately enters appropriate and complete case information into database; locates and/or interprets information in a variety of state and federal law enforcement and motor vehicle records management systems; evaluates case information in terms of officer safety during service; documents officer safety

information on service packet; confers with attorneys, plaintiffs, defendants, courts, County staff and others regarding legal procedures and required documents.

2. Identifies necessary corrections or insufficient information; explains to customers what is needed to correct documents so that they are acceptable for service; refers customers to appropriate County or other jurisdiction in which a criminal or civil case must heard/filed; writes letters/notices to appropriate parties if document is returned.
3. Verifies and enters service or attempt date(s), time(s) and location, parties served, and case closeouts; returns documents to appropriate parties and notarizes documents as required; clears and files documents, including original documents and associated supplemental information; researches and locates documents; retains and purges documents according to established procedures.
4. Cashiers and receipts fees/payments for civil processes; completes internal records and bank deposit summaries, and deposits monies at bank; balances transactions, receipts and cash drawer; assists with receipting and money handling at Sheriff's auctions/sales of foreclosed real property and seized personal property; occasionally accompanies CCSO Deputies to business locations to assist with the documentation and accounting of seized moneys being enforced/collected to pay the judgement debt.
5. Provides informational assistance to the public via in person, mail, email and telephone; explains and assists the public and other County staff regarding policies and procedures associated with the notice processes and enforcement processes handled through the Civil Division.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Oregon State Sheriff's Association Civil Manual and the Oregon Code of Civil Procedures and Civil Laws; state laws governing the processing, service, and return of civil papers; relevant laws, codes, statutes, regulations, rules, policies and procedures regarding the service and execution of documents related to the functions and business of the Civil Division; laws, codes, regulations, and legal procedures as they pertain to collection of delinquent accounts; legal terminology applicable to the civil process; procedures for accepting and serving civil process, including the attachment and sale of property; legal provisions governing the control and disbursement of funds; methods and practices of bookkeeping and financial and statistical recordkeeping; basic accounting principles and practices, including mathematical calculations; office equipment, including computers and software programs and their functions/capabilities; concepts and techniques of prioritizing and organizing work; customer service and public relations concepts and techniques; techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds; English composition, spelling, punctuation and grammar.

Skill to: Independently, accurately and effectively perform assigned tasks and duties following established division, Civil Codes and collections procedures, regulations and program policies; interpret, apply and explain applicable complex laws, codes, statutes, regulations, rules, policies and procedures as they apply to civil process service; perform technical level research as it relates to the civil process; analyze data, interpret directions, procedures and regulations, and develop appropriate responses; compile and maintain records. examine documents for completeness, sufficiency, and conformity; skillfully operate office equipment and computer software; accurately count and perform arithmetic calculations; communicate effectively, both

orally and in writing, including drafting effective and concise correspondence; establish and maintain effective working relationships with staff, law enforcement and court personnel, other agencies, and the public in a courteous, professional manner; maintain composure under stressful conditions; maintain currency with changes in laws and procedures related to assigned responsibilities; maintain confidential information in accordance with legal standards and County regulations.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS**

Must possess Law Enforcement Data System (LEDS) certification within thirty (30) days of hire.

Possession of Notary Public Certification within six (6) months of hire.