

LINN COUNTY CLASSIFICATION

TITLE: CIVIL CLERK
NUMBER: 666
PAY RANGE: 08
CATEGORY: DSA

APPROVAL ORDER NUMBER: 2017-289
DATE: AUGUST 22, 2017

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs complex clerical and receptionist duties requiring a high degree of judgment and decision-making in processing legal instruments for service and return.

SUPERVISION RECEIVED: Works under supervision of Civil Division Lieutenant who reviews work for completeness, accuracy and adherence to established policies and procedures. Questions or problems arising in the work and duties performed may be referred to the Civil Captain.

SUPERVISION EXERCISED: Supervision of employees is not a regular responsibility of this position. Service Aides may assist in training new employees and may answer questions about procedures.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Greet and assist public and clients in person and via telephone. Direct individuals and incoming telephone calls to appropriate staff.
2. Enter data and generate reports as it relates to civil and criminal process, case reports, investigations and correspondence. Maintain electronic and office files; search for and retrieve information requested by authorized persons. Maintain files on civil cases and concealed handgun licenses, etc. Process, code and compile data for various reports. Prepare comprehensive statistical reports on office activities for reports required by other agencies.
3. Receive records, official documents and files from various sources and enter information from these into appropriate computer data bases. Handle correspondence and record information regarding wanted subjects, clients and inmates. Distribute information as appropriate.
4. Collect, receipt and record payment information; and, balance daily receipts to ledgers and data processing printouts. Prepare daily Linn County Treasurer deposits and post into computerized records. Perform various clerical and accounting duties.
5. Process records for all persons applying for concealed handgun licenses and information for locating persons and/or property. Must be proficient in fingerprinting and I.D. photos.
6. Must be able to handle telephone and counter traffic in a firm but courteous manner.

7. May attend civil schools and trainings each year to keep informed of changes in civil process laws and procedures and on law enforcement related subjects.
8. Employees in this classification may be required periodically to work in the presence of jail inmates.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of spelling, punctuation, capitalization, word usage and sentence structure of the English language and the ability to detect and correct basic errors. Considerable knowledge of office and clerical practices, procedures, and the use of office equipment. Some knowledge of basic accounting practices; some knowledge of police procedures, practices and terminology. Skill in the use of computers and other office equipment. Ability to accurately type a minimum of 45 words per minute.

Ability to develop a working knowledge of a considerable range of procedures, techniques, laws and ordinances. Ability to exercise some judgment in the performance of duties and interpretation of laws and procedures. Ability to speak clearly and to express information. Ability to understand information presented through oral instruction, written directives or received by telephone. Ability to maintain cross-indexed filing systems and to classify documentary material for filing purposes. Ability to compare and check information for accuracy. Ability to establish and maintain effective working relationships with staff and the public and other governmental agencies. Ability to maintain confidential information.

EXPERIENCE, EDUCATION AND TRAINING: One year of general clerical experience involving public contact or one year of police clerical experience. Graduation from a senior high school or possession of the equivalent GED Certificate. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Must be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be Law Enforcement Data System (LEDS) certified within one (1) year. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include being able to see, talk and hear, sit and stand, walk, bend and stoop, use hands to finger, handle or operate objects or controls, reach with hands and arms and the ability to lift or move thirty (30) pounds.