

LINN COUNTY CLASSIFICATION

TITLE: CIVIL DEPUTY
NUMBER: 667
PAY RANGE: 15
CATEGORY: DSA

APPROVAL ORDER NUMBER: 2017-290
DATE: AUGUST 22, 2017

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves civil and legal court documents, as well as, enforces court orders. Records the daily activities of such services. Maintains security for the Courthouse and the surrounding area. Verifies the accuracy and completeness of civil documents, preparation and filing of legal documents and takes fingerprints as required. Investigates and prepares backgrounds on applicants for concealed handgun licenses. Appraises abandoned vehicles.

SUPERVISION RECEIVED: Works under the general supervision of the Civil Division Lieutenant who reviews work for accuracy and conformance with established policies and procedures.

SUPERVISION EXERCISED: Supervision of employees is not a regular responsibility of this position.

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. Receive and review incoming documents for accuracy and completeness in conformance with State Statute.
2. Prepare written reports and perform data entry.
3. Serve civil process.
4. Serve enforcement process such as restraining orders, evictions, writs of execution, writs of assistance and, upon direction, enforce such orders through arrest, seizure of property, stand-by order, child custody, etc.
5. Maintain the security and safety for the Courthouse and the surrounding area.
6. Maintain complete and comprehensive records of each civil service.
7. Conduct background investigations on concealed handgun applicants.
8. Assist with daily office functions.
9. Arrest subjects for warrants, probable cause and upon court order. Maintain custody log.
10. Enforce traffic and criminal laws when applicable. Prepare reports for motor vehicle accident and criminal investigations.

11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. 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: Working knowledge of civil and criminal statutes. Knowledge of procedures, practices and methods involved in the service and execution of civil process. Exercise judgment in the performance of civil process. Ability to understand and act upon oral and written orders. Ability to thoroughly document activities, maintain records and prepare written reports. Ability to maintain good public relations. Ability to work shift rotation, holidays with mid-week days off.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. One continuous year of experience as a law enforcement officer and possession of a Basic Certificate from the Department of Public Safety Standards and Training, or graduation from a two-year college with an Associate Degree in Law Enforcement; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: 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. Be willing to work weekends, holidays, varying shifts and extra hours. 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. Possession of the Department of Public Safety Standards and Training Basic Certificate and Law Enforcement Data System (LEDS) Certification within one year of appointment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.