



Class Title: Civil Process Clerk

Pay Grade: 5

FLSA Designation: Covered

Established: 6-14

Revised:

Class Summary/Primary Function

The primary function of an employee in this class is to oversee the civil department, assist driver's license and perform administrative services of the Sheriff's Office. The employee will perform complex clerical and administrative duties, review and process bills and claims, maintain the department's payroll function, issue concealed weapons permits, receive monies and maintain financial records. The position also serves as the Civil Deputy to prepare, record and process information for civil matters of service and serves as Driver's License Clerk to provide services to the public in acquiring a driver's license. The work is performed under the direct supervision of the Administrative Manager with latitude granted for the exercise of independent judgment and initiative within established guidelines. The principal duties of this class are performed in a general office environment, with some exposure to outside weather conditions to serve civil papers as needed. The job also requires a valid driver's license to serve papers at various locations.

Essential Duties and Responsibilities (will vary by assignment)

- Carries out civil processes with writs of execution, possession, restitution, and ejection; small claims; garnishments; summons and subpoenas; warrants, etc.;
- Receives and processes civil and criminal papers for service including, but not limited to, preparation for service, return of service, and the billing of service;
- Processes and enters civil papers, which includes all Summons, Small Claims, Orders, Notices and various papers received by the sheriff's office;
- Places levies upon real property and prepares for Sheriff's sale;
- Serves Writs and Warrants as needed; collects money and turns over to the plaintiff on a regular basis and keeps their accounts balanced;
- Issues Idaho driver's licenses, State identification cards, driver training permits, commercial training permits;
- Gives and scores written and visual acuity tests and issues and collects related fees;
- Instructs the public on how to obtain proper documentation by assisting them with addresses, phone numbers and other information;
- Responds to questions about requirements and testing for driver's licenses, motor cycle licenses and CDL licensing;
- Process applications and issues concealed weapons permits;
- Provides administrative support for the Sherriff including preparing correspondence, establishing and maintaining computerized and hard copy files, processing invoices and prepares claim forms for payment;
- Performs bookkeeping duties to receive and disperse funds and to maintain various account records;

- Arranges for staff training including registration, accommodations, transportation and per diem costs;
- Coordinates Sheriff's personal and real property sales; publishes legal notices; maintains inventory; secures safety and condition of property to be sold; collects bids and sales tax, and records bills of sales; maintains accounts receivable records;
- Answers phones and responds to inquiries; directs calls to appropriate individual or division as needed;
- Enters data into County and Department systems and applications;
- Maintains strict confidentiality;
- Serves as clerk of records division; files and retrieves records;
- Responds to public records requests;
- Performs general Civil Deputy duties such as answering phones, filing, taking messages, directing calls, answering questions, scheduling appointments, and opening, logging, and distributing incoming documents;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Maintains daily contact with attorneys and courts from this jurisdiction and others.
- Handles the registrations and compliance of Sex Offender Registration
- Performs all work duties and activities in accordance with County and Department policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs the duties of other positions at the Sheriff's Department as needed;
- Performs other related duties as required.
- Takes call after hours from deputies and attorneys to answer questions regarding paper service.
- Cross trains to assist communications staff;
- Makes daily trips to the courthouse to deliver deposits and documents.

Competency Requirements:

Knowledge of:

- Idaho Civil Rules;
- Basic legal requirements and procedures required to process and serve civil documents and issue driver's licenses;
- Basic legal terminology;
- Court systems, proceedings, and legal documentation and terminology
- Customer service procedures and objectives;
- Operation of a personal computer and various software applications for word processing, spread sheets, data base management and desktop publication;
- Current accounting and bookkeeping practices;
- Current office practices and procedures;
- English grammar and punctuation;
- Record preparation, processing, and filing systems.

Ability to:

- Process, maintain, interpret, and produce records, logs, documentation, and reports;
- Prepare and maintain accounting and financial records;
- Read and understand legal documents
- Understand and explain applicable rules of Civil Service and requirement to obtain Driver's License/State ID/ Training Permit, etc.;

- Follow written and oral instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Understand and apply departmental, state, and local law enforcement procedures, policies, rules and regulations;
- Cope with stressful situations calmly, fairly, tactfully, and with respect for individual rights;
- Establish and maintain effective working relationships with co-workers, supervisors, other County employees and the public;
- Maintain confidentiality of information processed or prepared;
- Perform duties and responsibilities independently;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work well under pressure;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Communicate effectively both orally and in writing.
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures.
- Ability to run a cash register

Acceptable Experience and Training

- High school diploma or GED equivalency is preferred; and
- 2 years Bookkeeping, clerical or administrative experience; or
- Previous experience performing duties within the Sheriff's Office
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to drive a motor vehicle, lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.