



Class Title: Civil Deputy

Pay Grade: 5

FLSA Designation: Covered

Established: 3-09

Revised: 6-11 & 2-13

Class Summary/Primary Function

The primary function of an employee in this class is to oversee the civil department of the Sheriff's Office To prepare, record, and process civil court documents and direct deputies in the proper service of documents. The position receives monies and maintains financial records for specified accounts in the Sheriff's Department and tracks accrued interests on various writs and disperses monies to various plaintiffs'. This position also provides customer service and responds to public record requests. The work is performed under the direct supervision of the Administrative Director of Operations 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 and outside the office in various terrains and weather conditions.

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;
- Returns papers in a timely manner to the court, plaintiff, attorneys, etc.;
- Serves writs which entails levying upon property, then preparing a sheriff's sale if no claim of exemption has been received;
- Places levies upon real property and prepares for Sheriff's sale;
- Serves Writs of garnishments; collects money and turns over to the plaintiff on a regular basis and keeps their accounts balanced;
- Serves Writs of Assistance to take property or children and turn it over to whomever the court directs;
- Serves Writs of Restitution to advise residents of their unlawful possession of a home, apartment, etc.; Removes those individuals, placed levy upon their property, stores property, and arranges for Sheriff's sale if no other arrangements have been made.
- Serves Writs of Possession to take property and hold it if it is a pre-judgment situation or if post-judgment situation, turns the property over to the plaintiff.
- Serves Warrants of Dstraint coming from the Treasurer's office to be served upon delinquent tax payers. The warrant must be entered and served. If the tax money is not collected, a sheriff's sale will be held.
- Works closely with attorneys representing both the plaintiff and defendants.
- Maintains accounts for designated funds in the Department; meets annually with auditors.

- Enters all processes and service information into computer program, prints returns of service, files original returns with original process, and sends originals to court, attorney, Sheriff's Deputies and/or plaintiff;
- 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;
- Sets up and maintains garnishment fund receipts until balance is paid;
- Balances and reconciles civil accounts;
- Answers phones and responds to inquiries about civil processes; 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 duties, answering the telephone, greeting the public, and providing information;
- 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 applications process and issuance of concealed weapons permits
- 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, drivers services and administrative assistant
- Shares duties with the DL Specialist in making daily trips to the courthouse to deliver deposits and documents
- Acts as cashier for driver's license when needed.

Competency Requirements:

Knowledge of:

- Idaho Civil Rules;
- Basic legal requirements and procedures required to process and serve civil documents;
- Basic legal terminology;
- Court systems, proceedings, and legal documentation and terminology
- 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:

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- 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
- 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, or legal experience; or
- 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 lift or move objects that weigh up to 30 lbs. and to work in an office environment. Also works in various weather conditions and terrains while posting properties in the course of duties.

- 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.