



<b>WORKING TITLE:</b> CIVIL DEPUTY	<b>CLASSIFICATION:</b> CIVIL DEPUTY
<b>DEPARTMENT:</b> SHERIFF	<b>DIVISION:</b> OPERATIONS
<b>PAY RANGE:</b> T670N 10	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 8810
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JULY 2018

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

This is a non-certified, clerical and field position with the responsibility of receiving, recording, preparing, and serving civil papers and orders processed by the civil unit. May be required to work varied shifts.

**SUPERVISION RECEIVED:**

Works under general supervision of the Operations Captain who will review work for conformance to established policies and procedures.

**SUPERVISION EXERCISED:**

Supervision of other employees is not a usual responsibility of this position but advice and guidance is given to deputies serving civil processes.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Receives, processes, and enforces legal documents in civil suits received from Circuit and District court, and of all other Oregon counties, and various courts from every state in the United States, including such documents as summons and complaints, orders, citations, petitions, subpoenas, writs of attachments, writs of mandamus, writs of review, writs of execution, lien on chattel, and others.
- Assists attorneys, general public, and Sheriff’s Office personnel seeking information regarding civil procedure or cases on file.
- Determines costs of services made on civil actions and bills proper parties in accordance with established schedule of fees and costs; turns all monies received over to County Treasurer through established Office procedures.
- Processes and conducts Sheriff’s sale of real and personal property, including forfeited and foreclosed property; prepares notices of sale, return of sale to court, Sheriff’s certificate of sale and deed, and participates in sales of real and personal property.
- Conducts correspondence relative to departmental activities.
- May also be required to assist with eviction notices and procedures.
- Performs related duties as assigned.

**JOB SPECIFICATION**

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**KNOWLEDGE OF:**

- Pertinent federal, state, and local laws and ordinances.
- Geographical layout of Yamhill County and the ability to locate addresses.

**SKILL IN:**

- Communicating effectively, both orally and in writing.
- Interacting courteously and tactfully with the public.

**ABILITY TO:**

- Safely operate a county automobile and two-way radio.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

High school diploma/GED is required. At least three years related experience and/or training affording familiarity with the civil processes of the Sheriff's Office is preferred. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon. Will be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent performs work in a general office environment with the service of civil papers requiring travel to external destinations in all weather environments. Office environment work utilizes a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office/business. Service of civil papers requires the ability to operate a motor vehicle. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend, or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the*

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*employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*