

Garfield County
Job Description

Position Title:	Civil Deputy I, II		
Department/ Office:	Sheriff	Reports to:	Office Manager
Section:	Civil	Pay Grade:	Civil Deputy I: 3 Civil Deputy II: 4
FLSA Status:	Non-Exempt	Driving Classification:	Essential
Supervision Exercised:	None	Licenses/ Certifications:	Valid driver's license.

Minimum Requirements:

Civil Deputy I:

Minimum Education:	High school diploma or equivalent.
Minimum Experience:	None.

Civil Deputy II:

Minimum Education:	High school diploma or equivalent.
Minimum Experience:	2 years experience in civil process or law enforcement; or an equivalent combination of education, training and experience.

General Purpose:

Conduct activities in a variety of civil matters including service of various types of writs, subpoenas, summons, orders, and petitions originating in the court system upon named persons within the boundaries of Garfield County. Sworn, non-P.O.S.T.-certified position.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

Civil Deputy I:

Under close supervision performs the following essential functions:

1. Serves within Garfield County a variety of judicial processes to named individuals, partnerships and corporations: e.g., protection orders, child protection orders, notice to vacate, writs of garnishment, incompetence proceedings, criminal summons, criminal witness subpoenas, petitions for hospitalization, mortgage foreclosures, divorce summons, child support enforcement summons and various other civil summons.
2. Reviews the contents of each process document received and determines methods for legally servicing to named individuals and/or businesses in accordance with State, County and municipal statutes.
3. Performs research and basic investigative work in locating named person(s): makes telephone calls and speaks with individuals in an attempt to locate named person(s); investigates and researches leads, making inquiries with neighbors, witnesses, plaintiffs, etc.
4. Maintains records of service attempts; coordinates files validating service; prepares data for submission to court jurisdiction and prepares monthly reports documenting total services.
5. Traces and locates witnesses and suspects who have moved or relocated through the use of the old address, telephone number, friends, relatives or any other available resource.
6. Works with civil clerks in prioritizing papers according to type of paper and court schedules.
7. Ensures proper custody of all civil monies and property received, and maintains records of receipts and disbursements.
8. Assists in the levies and seizures of real or personal property.

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9. In emergency and/or crisis situations, assists with the operations of the established command center by delivering required supplies and/or food to on-site command center personnel.
10. Reviews all work products to ensure highest level of quality.
11. Drives vehicle to perform one or more essential functions.
12. Performs other duties of a similar or related level as necessary or assigned.

Civil Deputy II:

1. Under minimal supervision, performs all essential functions of the Civil Deputy I.
2. Consults with courts, attorneys, the District Attorney, County officials and Sheriff's Office regarding procedures followed in serving process.
3. Conducts levies and seizures of real or personal property; receives monies on Sheriff sales and storage of property; prepares publication of when and where the Sheriff sales will occur and defines property involved; prepares paperwork for buyer.
4. Advertises and conducts Sheriff's Office sales on personal and real property as required by law.
5. Develops and maintains procedures for internally processing complaints and summonses.
6. Trains Civil Deputy I.
7. Performs other duties of a similar or related level as necessary or assigned.

Job Qualifications:

Must submit to and pass a background check.

Civil Deputy I:

Knowledge of:

1. Geography of the County.
2. Modern office processes and procedures.
3. Keyboarding, data entry and word processing skills.
4. Basic arithmetic functions (add, subtract, multiply and divide).
5. Relevant computer hardware and software applications.

Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Follow verbal and written instructions.
4. Learn and interpret relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
5. Use independent judgment as to proper course of action and think and act quickly in emergencies.
6. Handle stressful situations in a professional manner, including angry or difficult individuals; accurately assess situations and people.
7. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
8. Use appropriate resources to solve problems.
9. Prioritize work and meet deadlines.
10. Maintain accurate records of work performed.
11. Read maps.
12. Establish and maintain effective working relationships with others
13. Understand and practice safety procedures and precautions.
14. Maintain a high level of professionalism and confidentiality.

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In addition to knowledge required for Civil Deputy I, knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. The nature and purpose of documents such as writs of attachments, subpoenas and other civil processes.

In addition to abilities required for Civil Deputy I, ability to:

1. Effectively provide training to others.

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other Sheriff's Office employees.

External Contacts:

Frequently interacts with the general public; occasionally interacts with courts, attorneys and public officials.

Physical Activities and Work Environment:

The physical demands and work environment described here 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 otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of the job, the employee is required to sit, stand, walk, talk and hear; use hands to finger, handle, or feel objects; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee is occasionally required to lift and/or move up to 100 lbs. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

The employee is required to work in outside weather conditions and may be exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold and extreme heat.

During any tour of duty, the employee may come in contact with a member of the public, an inmate or an arrestee by touching, controlling, sitting by, riding with and body searching the individual. Hand-to-hand exchanges of documents, money, personal property, clothing and other items may be required. The job may require immediate response to criminal or medical emergencies where blood, body fluids or other medical hazards may be present.

Required Travel:

The employee is frequently required to drive throughout the County.

Computers and Office Equipment:

Computer and relevant software applications; calculator; telephone system; facsimile; postage machine; shredder; copier.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.