



JOB DESCRIPTION

<i>Title</i>	Civil Technician			
<i>Department</i>	Sheriff's Office		<i>Job Class</i>	A 14 3
<i>Driving Required</i>	No		<i>Safety</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	Feb 2022	<i>Reviewed</i>		<i>Revised</i>

Purpose

Prepares civil and criminal court documents for service to individuals/entities within Clatsop County; processes protection orders; prepares for the seizure and sale of real, personal, and intangible property.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Prepare and/or process orders from the Court, including stalking orders and protection orders. This includes entry into statewide law enforcement database.
- Interpret legal orders and forms; complete service documents/sales according to procedures; works in partnership with legal firms to ensure compliance on civil processes.
- Prepare court orders to seize and return personal property to owner or plaintiff. Work with Deputies to advise the terms and conditions in order for them to carry out the terms of the order.
- Develop working knowledge of Oregon Revised Statutes, case law, Oregon Rules of Civil Procedure, Oregon State Sheriff's Association Civil Manual, policies, and procedures.
- Prepare civil and criminal court documents for service to individuals/entities within Clatsop County.
- Examine legal papers to verify authority, procedure, and time limitations.
- Prepare returns of service of civil process to appropriate parties and explain attempts to deliver for failed service.
- Receive cash, credit or check payments; apply payments to civil service accounts; balance daily receipts; deposit funds.
- Investigate and locate names and addresses of persons to be served.
- Testify in court concerning the execution of duties.
- Prepare for the seizure and sale of real, personal, and intangible personal property directed by court orders based on statute, which includes issuing notices of levy,



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notices of sale, conducting oral auctions, issuing certificates, and bills of sale, deeds, and redemption certificates.

- Create a variety of documents such as letters, memos, reports, spreadsheets, tables, and legal documents. Verifies and corrects grammar, spelling, and formatting. Updates and maintains spreadsheets, databases, and reports and tracks/logs data for the department/program.
- Sort, arrange, file, and maintain documents and records; reviews files for completeness and accuracy; updates and purges files according to department/program guidelines.
- Prepare and publish notices as directed and in accordance with established procedures and policy requirements.

Auxiliary Functions:

- Perform department reception and customer service duties; professionally greet visitors, respond to incoming telephone calls, determine nature of call and provide accurate information, forward to the appropriate person or department; respond to inquiries and/or complaints directed from the public; place phone calls, send and receive emails; send faxes; make photocopies; pick-up, sort and distribute mail.
- Work with supervisor to maintain, amend, or develop department procedures, routines, and filing systems.
- Work independently to plan and arrange own work sequence; prioritizes projects and assignments; provide back-up support to staff when needed; reports operating problems to supervisor
- Respond to irate or unhappy customers in a professional, diplomatic and respectful manner.
- Follow all safety rules and procedures; maintain confidentiality and comply with all policies.
- Research and compiles data from a variety of sources, some confidential in nature.
- Operate a variety of office equipment with high degree of accuracy, skill, and independent judgment.
- Train staff related to duties in assigned position.
- Register Sex Offenders into state database.

Mandatory Qualifications

- 21 years of age or older
 - Obtain and maintain lawful driving privileges and demonstrate safe driving practices.
 - Education & Experience
 - Minimum High School Diploma or GED
 - Three years specialized training and experience in the clerical and/or administrative field or any satisfactory combination of experience and training
 - Skills
 - Working knowledge of criminal and civil legal terminology and law enforcement processes and procedures
 - Advanced record-keeping skills
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JOB DESCRIPTION

- Knowledge of advanced bookkeeping-related functions
- Ability to read and write proficiently
- Excellent customer service and problem-solving skills
- Knowledge of office procedures and operation of various office equipment
- Advanced data entry and computer operations skills
- Working knowledge of PC and word processing software

Desired Qualifications

- Working experience in the criminal justice field and/or two-year degree in criminal justice or related field
- Knowledge of specific PC word processing software utilized by the county and previous experience in an administrative position with a county department
- Experience in NIBRS (National Incident Based Report System)
- Ability to read, write, and speak Spanish

Special Requirements

- Individual is required to use the Criminal Justice Information Services (CJIS), National Instant Criminal Background Check System (NICS), and/or the state Law Enforcement Data System (LEDS), they must pass a thorough background investigation and must obtain and maintain appropriate certifications and clearance levels within 30 days of hire. Recertification bi-annually.

Physical Demands

Lifting and moving items up to 15 pounds and occasionally heavier objects. Ability to sit and stand for long durations of time.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

A professional office setting. Typical work schedule is Monday through Friday. Overtime may be required in the execution of duties.

Supervisory Responsibility

No supervisory responsibilities