

**WALLA WALLA COUNTY  
POSITION DESCRIPTION FORM**

**JOB TITLE:** Chief Civil Deputy

**AGENCY:** Sheriff's Office

**DIVISION:** Commanding Officer of Administrative Services Division

**REPORTS TO:** Undersheriff or Sheriff

**PAY RANGE:** Determined by the Board of County Commissioners; Full-Time; FLSA Exempt; Benefits Apply

**JOB SUMMARY:** Pursuant to the Revised Code of Washington, the Chief Civil Deputy is an unclassified service appointed position of the Sheriff. The Chief Civil Deputy is a Command staff officer whose duties shall include serving and executing, according to law, all process, writs, precepts, and orders, issued by lawful authority. The Chief Civil Deputy supervises, coordinates, and manages the programs, activities, and personnel within the Administrative Services Division of the Sheriff's Office and coordinates activities with other Sheriff's Office Divisions, County departments, and outside agencies. The Chief Civil Deputy assumes management responsibility for all services and activities of Administrative Services Division. Is responsible for managing the processes for financial duties and reporting, processes for civil process services, the processes for criminal records management, and the processes for all support services to the Sheriff's Office. The Chief Civil Deputy works as an integral member of the Sheriff's Office Command Staff management team in a multifaceted capacity of financial planning, coordination, monitoring, and evaluation of projects and business office operations. The Chief Civil Deputy provides highly responsible and complex administrative, enforcement, and operational support to the Undersheriff and Sheriff.

**SUPERVISORY RESPONSIBILITIES:** The Chief Civil Deputy is the Commanding Officer of Administrative Services Division; as such supervises all Sheriff's Office Administrative Services Division employees; supervises the Administrative Secretary/Assistant, Records Management Unit, Civil Services Unit, Support Services Unit, and administrative volunteers. The Chief Civil Deputy is the Human Resources manager for the Sheriff's Office.

**ESSENTIAL FUNCTIONS:**

- Adheres to and provides cohesive management direction consistent with the Sheriff's Office vision, mission, core values, and the law enforcement code of ethics.
- Manages and oversees the activities of Administrative Services Division.
- Plans, directs, coordinates, and reviews Administrative Services Division work plans; meets with staff, supervisors, and employees to identify and resolve problems; assigns work

activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

- Develops, manages and participates in the administration of the overall Sheriff's Office budget, as well as the Administrative Services Division annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approval of expenditures; directs and implements adjustments as necessary.
- Develops and maintains financial procedures for the revenue receipting of all funds and accounts, accounts payable process, budget building, capacity processes, and reports.
- Develops and maintains best practice procedures for human resource services including maintaining personnel, training, and payroll files and managing Labor & Industry and Unemployment claims.
- Develops and oversees records management processes for data entry of reports, warrants and court orders, records retention, records searches, and report/data generating.
- Develops and oversees civil process procedures for receipting of funds, entering of papers, preparation for service, and maintaining all other civil processes.
- Trains, mentors, models, nurtures, empowers, inspires, and evaluates Administrative Services Division personnel; provides and/or coordinates training.
- Develops a staffing model that allows for cross training of personnel so critical systems and services are able to be performed if key personnel are absent.
- Develops and oversees a training database to facilitate planning and support risk management objectives.
- Interprets Sheriff's Office Manual, labor contracts, County Personnel Policies and Operations Manual, Civil Service Rules, and State and Federal laws.
- Tracks contract revenues and expenditures against pre-established budgets.
- Assists in managing the Sheriff's Office Equipment Rental and Revolving Fund (ER&R) in consultation with Public Works Department.
- Develops and oversees an inventory of capital and small and attractable assets. Works with other Division Chiefs in completing a physical inventory as required.
- Serves as a liaison for the Sheriff's Office with other County departments and outside agencies; negotiates and resolves significant and controversial issues.

#### **EXAMPLES OF DUTIES:**

- Coordinate Administrative Services Division activities with those of other divisions, outside agencies, and organizations.
- Assists in the development and oversees the implementation of goals, objectives, policies, and priorities for assigned Administrative Services Division units.
- Provides responsible command staff assistance to the Sheriff and Undersheriff; prepares and presents staff reports and other necessary correspondence.
- Assists Sheriff as liaison to the Board of County Commissioners.
- Recommends appropriate service and staffing levels.

- Recommends and administers policies and procedures, interprets and applies labor agreement and civil service rules.
- Assists in investigations of allegations of employee misconduct.
- Works with employees to correct deficiencies; implements discipline and termination procedures.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loss, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Sheriff and Undersheriff; implements improvements.
- Assists with the Sheriff's Office hiring processes for all personnel, testing, oral boards, background investigations, and administrative duties related to all new hires.
- Manages the training programs for new Administrative Services Division employees.
- Stays abreast of new trends and innovations in the field of law enforcement support, civil, and records management services.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Manages special assignments, contracts, and programs.
- Develops a reliable budget capacity projections process and reporting mechanism.
- Develops and utilizes forward-looking, predictive models, and activity-based financial analyses that provide information into organization's operations and business plans that are consistent with Generally Accepted Accounting Principles (GAAP).
- Monitors monthly vendor billings/expenses against corresponding available resources.
- Processes information for and prepare internal and external reports, and/or other special reports as required.
- Verifies, tracks, updates, reconciles, and/or resolves problems and discrepancies with data, files, forms, statements, or other information and documentation.
- Monitors Personnel actions and prepares Payroll Action Forms and Step Increase Forms.
- Plans, schedules, performs, and assigns a variety of fiscal and clerical tasks.
- Performs related duties as assigned by the Sheriff and/or Undersheriff.

**EQUIPMENT TO BE USED:** Uses general and specialized office equipment, 10-key calculators, networked computers, individual computers, computer software, printers, copiers, scanners, multi-line phones, fax machines, mobile and portable radios, maps, GIS & GPS equipment, recording equipment, and motor vehicles.

**WORKING ENVIRONMENT:** Work will be performed both in an office environment and outside the office in multiple venues during all hours of the day and night, and in all types of weather. Great mental ability and exertion is required daily. Physical abilities required for this position are ones typically related to law enforcement command staff activities including, but not limited to:

- The manual dexterity and visual acuity to effectively and competently operate computers, office equipment, vehicles, and accessing file cabinets and evidence containers, both on and off site,
- Sufficient hearing and speech ability to effectively communicate verbally,

- Ability to perform physical tasks,
- Ability to perform tasks such as sitting, standing, bending, squatting, kneeling, grabbing, carrying, holding, walking, and running,
- Ability to work long, varied, and protracted hours depending on the complexities of unique situations,
- Ability to work all hours of the day and night as needed due to law enforcement related situations,
- Ability for 24-hour on-call status and call-back for emergencies and assigned command staff duties.

**KNOWLEDGE AND ABILITIES:**

- Knowledge and demonstrated ability of Generally Accepted Accounting Principles (GAAP) and Financial Management Systems (FMS) and familiarity with applicable state and federal regulations.
- Ability to manage, direct, and coordinate the work of personnel; provide administrative and professional leadership and direction for Administrative Services Division; recommend and implement goals, objectives, policies and practices for providing effective and efficient law enforcement services.
- Possess knowledge of community resources.
- Ability to develop and maintain positive working relationships with city, county, state, and federal officials, the law enforcement community, and the public.
- Ability to communicate effectively, both orally and in writing, with a diversity of people, including those with social and/or behavioral problems, as well as the handicapped, disabled, and disadvantaged.
- Ability to inspire, mentor, model, nurture, and empower employees.
- Ability to meet Sheriff's Office standards of appearance, and dress code.
- Ability to meet multiple deadlines, priorities, and challenging timelines.
- Ability to work independently and as a part of a team.
- Ability to utilize a holistic approach to address needs as they arise.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to maintain adequate data bases.
- Ability to demonstrate sound judgment and ability to make decisions.
- Ability to legally and safely operate a motor vehicle.

**JOB HAZARDS/RISK FACTORS:** Employees risk physical hazard from violent, aggressive, and hostile individuals that visit the Sheriff's Office or are encountered in the field, a variety of weapons, noise, exposure to bio-hazard, communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, drugs and drug paraphernalia. This position has a high risk of civil litigation due to inherent liabilities and performance of duties.

**EDUCATION AND EXPERIENCE:** Minimum AA degree, or any combination of experience and education that would provide the required knowledge, skills, and abilities to perform related duties. Preferred Bachelor's degree. Preferred minimum twelve (12) years law enforcement experience with

at least four (4) years in a law enforcement supervisory position or similar experience. Preferred Washington State CJTC certified peace officer or ability to attend CJTC equivalency academy and obtain Washington State CJTC certified peace officer status.

The following financial education and experience would also be beneficial and is preferable for this position; certified public accountant, or four (4) year accredited college degree related to HR, Public Administration, or Program Management, HR or Program Management college level or advanced training courses, and/or two (2) years of experience in public finance, and/or a recognized Human Resource Manager Certification.

**LICENSES AND OTHER REQUIREMENTS:** Must be at least twenty-one (21) years of age and never have been convicted of a felony or misdemeanor which reflects adversely on the Sheriff's Office. Satisfactorily pass the Sheriff's Office background investigation and Sheriff's Office polygraph and/or psychological examination if requested or required. Maintain a valid driver's license, personal vehicle registration and insurance coverage. Maintain continuing education, training, and certification.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**