

CLASS SPECIFICATION



CLASS: Sheriff's Civil Services Associate
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: DSA

ESTABLISHED: July 2008
REVISED: July 2022

JOB SUMMARY:

Under limited supervision, plan, review, and coordinate the work of the Civil Division of the Sheriff's Department, for all service of civil process, including service of complex execution and enforcement activities and service of simple notice and process activities; receive and disburse money, and valuables; maintain the Civil Division trust account, including receipt, accounting, and disbursement of funds; provide technical assistance to others; and perform other duties as assigned.

CLASS CHARACTERISTICS:

This position is the advanced journey level in the civil process series and reports directly to Sheriff's Sergeant assigned to the Civil Division. This class is distinguished from Civil Sergeant in that it is a non-sworn classification. The Civil Division receives, files, indexes, and prepares all civil documents for service. This is a specialized function which differs from regular law enforcement activities in that the emphasis is on civil processes rather than criminal enforcement/prevention.

EXAMPLES OF DUTIES:

Essential:

- Receive, file, index and prepare for service all civil documents, including complex enforcement/execution activities (i.e. all writs, keepers, till taps, writ of sale of personal and real properties; levies attachments and executions on such property as homes, land, auto, commercial, bank accounts, wages, trailers, boats, and personal property); and simple notices/processes (i.e. small claims actions summons and petitions, child custody issues, lawsuits-summons and complaints, notices to vacate real property, order to show cause, motions, temporary restraining orders, orders after hearing, and all court non-writ actions).
- Advertise Sheriff's Department sales on personal and real property as required by law.
- Maintain trust account; receives and accounts for all cash money paid to the Sheriff's Department Civil Division; insure proper custody of all civil monies and property received, and maintain records of receipts and disbursements; post and balance daily deposits and receipts, and balance at month end.
- Examine all civil process for proper form, sufficiency of information and conformance with requirements set by law; research applicable laws, codes, statutes, regulations, rules, policies, and/or procedures.
- Provide technical assistance to the serving officer, and others contacted in the course of business, as to existing laws, codes, statutes, regulations, rules, and procedures as well as new legislation pertaining to civil process, process serving and enforcement.
- Operate software program for the input of civil service or to retrieve information to assist the public, as well as, deputies out in the field.
- Confer with attorneys, businesses, debtors, and the public regarding appropriate action in legal procedures and civil actions in which the Sheriff's Department is involved.
- Maintain numerical filing systems and records; prepare (types) correspondence, forms, specialized legal documents, and reports; compose correspondence to courts, attorneys, banks, and businesses.

Important:

- Develop procedures to reflect changes in laws that govern service of process.
- Provide notary services for proofs of service, as well as, for other departmental needs such as background investigations.
- Receive, open, and prioritize mail for the Civil Division.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

EMPLOYMENT STANDARDS:

Knowledge of:

- California State Sheriff's Association procedural Code of Civil Procedures and Civil Codes.
- Pertinent laws, codes, statutes, regulations, rules, policies and procedures regarding the service of

execution of documents related to the functions and business of the Civil Division.

- Appropriate procedures for accepting and serving civil process, including the attachment and sale of property.
- Principles and practices of intermediate analytical research and program coordination.
- Techniques for working successfully with other employees in a lead capacity.
- Proper methods for preparation and maintenance of financial records.
- Basic accounting principles and practices.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Functions and operations of the courts.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Business arithmetic.
- Principles and processes for providing customer and personal services.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Skill in:

- Performing technical level research, analytical and programmatic work in a variety of areas.
- Interpreting, applying and explaining applicable complex laws, codes, statutes, regulations, rules, policies and procedures as they apply to court and court proceedings, and civil process services.
- Counting money and maintaining accurate, appropriate bookkeeping records and reports.
- Planning, directing and reviewing the work of others on a day-to-day basis.
- Dealing courteously with the public in situations requiring tact and good judgment.
- Collecting, compiling, analyzing, and presenting a variety of data in a meaningful way.
- Communicating clearly and concisely, both orally and in writing.
- Preparing clear and concise reports, correspondence, and other written materials.

Ability to:

- Make appropriate disposition of civil process documents, including writs, subpoenas, etc.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.
- Use initiative and independent judgment within general policy guidelines.
- Analyze situations and adopt quick and effective courses of action.
- Working without close supervision in standard work situations.
- Operate hand held radios in the course of business and in emergency situations.
- Maintain confidential information in accordance with legal standards and/or County regulations.
- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- Maintain composure, control anger, and avoid aggressive behavior, even in very difficult situations.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the

minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Possession and maintenance of a valid California Notary Public Commission Certificate.
- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

Special Requirements:

- Must successfully complete a thorough background investigation which includes fingerprinting.
- Prior to completion of probation, must possess and maintain the P.O.S.T. (40-hour) Basic Civil Training Course Certificate.
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: An Associate's Degree from an accredited college with major course work in business administration, public administration, criminal justice, or a related field; and three years of experience at a level equivalent to the County's classification of Office Specialist.

Candidates with strong experience who lack the degree are encouraged to apply.

PREFERRED: In addition to the minimum, a Bachelor's Degree in Business Administration, Public Administration, Criminal Justice, or a field related to the work and three years of technical civil experience.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

Signature: _____

Human Resources Approval:
Date:

Signature: _____

EEO: F
WC: 9410

Established: July 2008
Revised: March 2015