

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

CIVIL PROCESS OFFICER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clerical and field work associated with serving civil warrants and providing general support to the Sheriff's Department. Duties and responsibilities include serving civil warrants within the county, researching warrant information in computer database, transporting documentation, preparing and maintaining documentation, providing information and assistance to the public, and performing other tasks as assigned. Reports to Corporal of Criminal and Civil Warrants.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes a variety of documentation associated with Sheriff's Department operations, per established procedures and within designated timeframes.

Manages an assigned workload of civil process warrants to be served within the county; reviews/examines civil warrants to ensure legal accuracy and to ensure proper procedures have been followed.

Serves/executes civil warrants, court orders, evictions, garnishments, repossessions, or other warrants to various individuals or agencies within the county; monitors security of surroundings and exhibits appropriate level of caution while serving warrants; returns civil process documents to department personnel or courts after service has been completed.

Executes Order of Protection petitions on defendants of domestic violence; communicates court orders to defendants.

Researches information pertaining to criminal warrants or civil warrants in computer database; checks computer for state warrants on civil warrant defendants; researches previous booking information to obtain accurate addresses, identify necessary precautions, or determine need for joint civil/criminal operations for service.

Transports documentation to/from courthouse as needed.

Performs customer service functions; provides information/assistance pertaining to warrants, procedures, documentation, fees, or other issues; responds to routine questions/complaints and initiates problem resolution.

Prepares or completes various forms, reports, correspondence, logs, or other documents.

Receives various forms, reports, correspondence, civil warrants, court orders, civil process documents, orders of protection, orders of continuance, orders of default, fifas, garnishments, writs, petitions, levies, notices, subpoenas, summonses, policies, procedures, rules, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains current manuals, bulletins, policies/procedures, map books, directories, or other documentation for reference and/or review.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, sorting/distributing incoming mail, or processing outgoing mail.

Operates a variety of equipment and tools associated with department activities, which may include a police vehicle, firearms, chemical weapons, impact weapon, radio communications equipment, or general office equipment.

Inspects and maintains assigned police vehicle, uniforms, weapons, or other equipment.

Communicates via telephone and/or two-way radio; answers incoming telephone calls and monitors radio traffic; provides information and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Creates and maintains positive public relations; utilizes conflict management skills.

Communicates with supervisor, employees, other departments, law enforcement personnel, outside law enforcement agencies, court personnel, law offices, attorneys, insurance agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of applicable laws/regulations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Provides assistance to criminal warrants division, patrol officers, or other employees/divisions as needed; provides assistance at sales of seized property as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in civil process; supplemented by 6 months previous experience and/or training involving clerical/customer service work, civil process, law enforcement, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must complete training in use of firearms, chemical weapons, and impact weapons. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, disease, pathogenic substances, violence, firearms, or chemical weapons.

Comment [SO1]: Underlining and formatting by Sandra 7/2/2010



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date