

COUNTY OF KNOX
Job Description

Position Title:	Civil Process Deputy - Part Time
Department:	Sheriff's Office
Reports To:	Chief Deputy
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-Exempt
Last Revised/Approved:	April 14, 2015

POSITION SUMMARY:

The Part-time Civil Process Deputy assists lawyers, plaintiffs, and citizens of the County serving civil process documents in a professional and timely fashion; keeping records as required; and making returns of service of all documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serves all types of civil process from inside the state, around the country, and from foreign countries by serving at individual's home, or if necessary at his/her place of business or wherever the person can be located; assures delivery by making return trips and multiple attempts.
2. Completes reports by filling in pertinent information on returns of services and other related documents from all civil processes served; verifies accuracy of daily log.
3. Clarifies assignments by phoning and/or emailing plaintiffs and attorneys.
4. Executes real estate attachments by working in conjunction with the Knox County Registry of Deeds in order to make legal attachments of property pursuant to writs of attachment.
5. Satisfies customer's requests by returning their phone calls promptly and arranging appointments to meet with them.
6. Meets customer's demands by completing physical evictions on real property and assists on recovering real property when writs are issued by the court and conducting Sheriff's sales.
7. Assists at Sheriff's sales by auctioning real estate and personal property.
8. Assists the courts by arresting people on civil orders of arrest and taking them to court if need be or by PR bailing on the spot or causing them to appear and meeting them at court and signing off on the COA.
9. Ensures proper reimbursement for use of own vehicle by maintaining complete and accurate mileage records.
10. Complies with Federal, State and County requirements by maintaining knowledge of acts and laws regarding service of civil process.
11. Maintains and check emails daily during the week.

12. Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.
 13. Supports the County's safety and health policies by attending required safety training programs; reporting all accidents and suspected safety hazards to supervisor.
 14. Fulfills job function by participating as an active member in training and performs other responsibilities as assigned.
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NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs additional duties as assigned by the Chief Deputy, the Sheriff, or his/her designee.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of the County.
 2. Work as a member a team in the performance of duties.
 3. Be punctual for scheduled work and use time appropriately.
 4. Work in harmonious relationships with all county staff and community.
 5. Perform duties in a conscientious, cooperative manner.
 6. Perform required amount of work in a timely fashion with a minimum of errors.
 7. Be neat and maintain a professional appearance.
 8. Possess a valid Maine Driver's license.
 9. Understand and work within Knox County Government Policies and the Sheriff's Office Policy and Procedures.
 10. To work collaboratively as a member of a team with various groups of staff depending on the issue addressed.
 11. Accept shared responsibility with other team members to successfully accomplish the goal of each team he or she is a member.
 12. Assure quality in work performed in order to facilitate the delivery of quality services.
 13. Maintain confidentiality and protect the County by keeping information concerning clients and County Operations confidential.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to stand, walk and the use of hands to finger a standard computer keyboard, use a computer, radio, telephone, and a County-owned vehicle. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus. Required to operate a motor vehicle.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is required to operate a motor vehicle. The noise level in the work environment is usually quiet. Approximately 60% of the work time is spent outdoors in all seasons. Employee is regularly exposed to unpredictable situations.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Two (2) to three (3) years of experience in law or civil practice or related field desired.
- Knowledge of basic computer skills.
- Able to serve civil papers during the day and evening.
- Have no criminal record and be willing to submit to both psychological and polygraph examinations.
- Must have the ability to exercise independent judgment in following appropriate procedures and policies, and in prioritizing multiple tasks in available time.

Education Requirements: The following education requirements are considered essential.

- High School Diploma or equivalent.
- Associate's Degree in Criminal Justice preferred.
- Training in real estate law and landlord/tenant law preferred.
- L.E. Pre-Service course, reserve officer or full-time graduate of MCJA preferred.
- Must maintain MCJA certification if acquired.
- Have a valid State of Maine driver's license.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date