

**Knox County
Sheriff's Office
Civil Process Deputy - Part-Time**

The Knox County Sheriff's Office is currently accepting applications for a part time Civil Process Deputy to work 10 hours per week. Duties include serving all types of civil process at individuals' homes or places of business in compliance with federal, state and county regulations; assisting the courts by arresting people on civil orders of arrest and taking them to court; executing 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; completing physical evictions on real property and assists on recovering real property when writs are issued by the court and then conducting Sheriff's sales; and completing daily reports.

Applicants must have a 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. Must have a valid State of Maine driver's license. Two - three years of experience in law or civil practice or related field desired. Must have at least 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.

Application forms and job descriptions are available at the County Administrator's office, located on the ground floor of the Knox County Courthouse, 62 Union St. in Rockland, and are also available on the County's website: www.knoxcountymaine.gov. Applications must be received by the County Administrator's Office with original signatures; faxed or emailed applications will not be accepted. Resumes alone will also not be accepted. Any relevant certifications or training certificates should be submitted with your application.

The County reserves the right to reject any and all applications and to select the most qualified applicant(s).

An Equal Opportunity Employer M/F/H