



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Deputy - Civil
Department: Sheriff's Office
FLSA Status: Non Exempt
WC Code: 7720
Effective Date: September 1, 1988
Last Revised: March 22, 2017
Pay Grade: S08, S09, S10
Union: Sheriff's Association

SUMMARY

Serves as a Deputy Sheriff assigned to the Civil Division who is responsible for receiving, recording, preparing and serving Civil Process brought to the Sheriff's Office for service. Also responsible for making due and proper returns to the Courts on process served, and is responsible for maintaining an accurate bookkeeping record of monies received. Works under the supervision of the Chief Civil Deputy or the Administrative Assistant.

NATURE AND SCOPE

All of the work done in the position is governed by certain procedures, most of which are set by the Oregon Rules of Civil Procedure. A working knowledge of all Oregon Statutes relating to Civil Law and of the Oregon Rules of Civil Procedure are required, as well as a working knowledge of the Sheriff's Office Rules and Procedures. It is the responsibility of the position to carry out explicit instruction and often to work under very important time elements. A person in this position is often called upon to make split second decisions which could affect the entire case in question, as well as put the office in a very vulnerable position. This position requires the individual to have a high degree of communication abilities, as they deal very closely with various Attorneys (both in and out of the State of Oregon), with the public (on a constant basis), with the Courts, as well as with other members in the Sheriff's Office, other Civil Offices in the State, and various Offices in the County, such as the Juvenile Office, the District Attorneys' Office, District Court, Circuit Court, and at times the Probation Office. Most of the work processed in the Civil Division is confidential in information cannot be given out to the general public, thus, a person must use the upmost discretion in dealing with the public. This position is responsible for receiving, recording, preparing and serving Civil or Criminal Process in a timely manner. Further responsibility is to make due and proper return to the Courts, and to maintain an accurate bookkeeping record of any and all monies received. Some errors which are possible on this job are: incorrect service of process, careless recording of process, bookkeeping errors and typing errors on a "Return of Service" or an "Affidavit of Service". Any or all of these errors (with the exception of a bookkeeping error) could result in a case being thrown out of Court, which could then lead to the Office being involved in a law suit. This position is under the supervision of the Chief Civil Deputy, although much of the responsibility as to how to proceed in a manner is on the shoulders of the individual. Any doubt as to proper procedure, however, must be checked with the Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

IN REGARDS TO RECEIVING, RECORDING, PREPARING PROCESS AND TYPING RETURNS OF SERVICE:

- A. Check all incoming legal documents for certification and/or affix the proper certification to those we are responsible for certifying. Service Fee, set by the Legislature are collected in advance when process is brought to the Civil Division service. Some Attorneys and Agencies have money on the books, which after process is served, is subtracted from their account.
- B. After receiving process, it must be stamped with a date stamp, and recorded in the Sheriff's Docket, Execution Docket, or the Small Claims Docket, whichever is applicable. Process received may include, but is not limited to Summons and Complaint, Summons and Petitions, Order to Show Cause, Restraining Order, Citation, Petitions, Small Claims, Civil Subpoenas, Juvenile Summons, Writs of Garnishment, Injunction, Replevins, Liens, Writs of Attachment, Writs of Execution, Writs of Mandamus and Writs of Review. Process received comes from the Circuit and District Courts of Josephine County, and all other Counties in United States.
- C. After receiving process, it is "prepared for service", which includes researching our files for prior service attempts; checking the phone book and directory for further information as to the defendants recent address and/or place of employment; and at times checking the Sheriff's Office Records for current information. A Service Slip is then typed giving the type of process, the defendant's name and address and any other information which might be available, and it is then attached to the process being served. Much more is involved, of course in process which requires levying on personal or real property.
- D. Service of process, as required, involves determining that you have the same person named in the process, and in many instances involves extensive detective work.
- E. After service, a "Return of Service" or an "Affidavit of Service" is prepared for each specific process, as required by law.
- F. The original process, with the attached "Return of Service" or "Affidavit of Service" is then returned to the Court from which it was issued, or to the Attorney if requested. This must be done within the statutory time limit for each process.
- G. Certain process, i.e. Restraint Warrants from the State Office of Revenue, Public Utility Commissioner and State Employment Division for the State of Oregon, requires certification of the copies, immediate filing of the proper copies in the County Clerk's Office, and mailing a copy to the taxpayer named on the process. These records are kept in 3 separate ledger dockets.

RECEIPTS FOR FEES, STATEMENTS, OTHER BOOKKEEPING PROCEDURES:

- A. On process where advanced fees have been received, a UARCO is written and a Receipt of Fees Paid is made out and mailed to the Attorneys or Public, whichever is applicable. When money is on our books, just a Receipt for Fees Paid is typed, and then mailed. (Bookkeeping procedures are set up by the auditors).
- B. Necessary entries are made on the Cash Sheet, in the Account Book, and in the Sheriff's Dockets to complete the initial entries. At times process is received with no advanced fees, and a statement must be made out and mailed to the proper entity.
- C. A daily Cash Sheet is maintained, and it must balance at the end of each day. Trail balances are made the first working day of each week and a Turnover of Sheriff's Fees collected during the month, is made at the end of each month.
- D. Bank deposits are made when needed, at least once a week. It is necessary to reconcile bank statements and balance the check book. The Civil Division has its own Trust Account at the First Interstate Bank of Oregon, N.A. Grants Pass Branch.

DUTIES REQUIRING DAILY ATTENTION:

- A. Assist the public, attorneys and their secretaries as required. This is especially important in the area of the Small Claims.
- B. Conduct correspondence with Attorneys, Plaintiffs, Clerks Offices, Sheriff's Offices, and the public in matters with regards to fees, clarification of action desired, legal documents handled by the Civil Division and many other items as necessary. Phone conversations are also handled throughout the day.
- C. Intensive and continuous study of the Oregon Statutes and Oregon Rules of Civil Procedure in order to make proper determination in regards to daily work. Most of these rules and Statutes change every 2 years.

ACTIONS REQUIRED AFTER SERVICE OF CERTAIN PROCESS:

- A. After service of a Writ of Garnishment, it is necessary to mail to the last known address of the defendant copies of the process served (properly prepared) as well as the notices required by law.
- B. After service of a Family Abuse Restraining Order, a "Return of Service" must be prepared and immediately filed with the Records Division of the Sheriff's Office. Occasionally it is necessary to effect evictions of tenants upon a Writ of Execution for Restitution of property to the owner in the field. Therefore, a complete knowledge of proper rules and procedures is absolutely necessary.

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a responsibility of this position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED) and one to three months related experience and/or training. Specific duty assignments may require additional education and experience.

JOB IMPACT

Use sound judgment; make decisions quickly under stressful circumstances and respond appropriately to changing situations and priorities during a shift.

JOB CONTACTS

The position generally has contact with state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

Ability to read, analyze, and interpret Oregon Revised Statutes, technical procedures, and/or governmental regulations. Ability to prioritize and organize assignments. Ability to write reports, warrants and citations. Ability to

effectively present information and respond to questions from the general public. Ability to communicate with angry or hostile individuals.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have an Oregon driver’s license. Requires successful completion of DPSST Basic Deputy Certification within one year of hire. Assigned to Intermediate and Advanced levels upon completion of DPSST certification as follows:

INTERMEDIATE CERTIFICATION									
Minimum Years of Experience	8 years	7 years	6 years	5 years	4 years	4 years	4 years	2 years	
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	15 (300 hours)	23 (460 hours)	30 (600 hours)	38 (760 hours)	45 (900 hours)	DPSST Basic Course	DPSST Basic Course		
Minimum College Education Credits New College Credit Rule	15	23	30	38	45	Assoc. Degree	Bachelor Degree		
ADVANCED CERTIFICATION									
Minimum Years of Experience	12 years	11 years	10 years	9 years	8 years	9 years	6 years	4 years	
Minimum Training Points, Including DPSST Basic Course (Equivalent hours in parentheses)	30 (600 hours)	35 (700 hours)	40 (800 hours)	45 (900 hours)	60 (1200 hours)	DPSST Basic Course	DPSST Basic Course	DPSST Basic Course	
Minimum College Education Credits New College Credit Rule	30	35	40	45	60	Assoc. Degree	Bachelor Degree	Master Degree	

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing/physical examination and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position works primarily in the field for patrol related duties. While performing the duties of this job, the employee is often exposed to airborne particles; body fluids; chemical solutions; heat; cold; humidity; wet slippery area. The noise level in the work environment is usually loud. This position is impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

PHYSICAL REQUIREMENTS

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

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 150 lbs.			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe:
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>