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:	Police Support Technician Lead - Civil
Department:	Sheriff's Office
FLSA Status:	Non Exempt
WC Code:	8810
Effective Date:	January 7, 2011
Last Revised:	January 1, 2019
Pay Grade:	S06
Union:	Sheriff's Association

SUMMARY
Advises and instructs assigned personnel on Sheriff's Office matters, schedules shift assignments and coverage for absences, and monitors the performance of all employees to ensure the effective operation of the section. Provides assistance to the respective supervisor in the development and management of Sheriff's Office programs and procedures in an effort to accomplish the goals, objective and office mission. Works under the supervision of a Captain, Sergeant or Sr. Admin Supervisor, who reviews and evaluates work for compliance with established policies, procedures, rules and regulations.

NATURE AND SCOPE
This position requires the application of organizational principles in an effort to control and coordinate administrative matters pertaining to the Civil Department of the Sheriff's Office. Work is normally performed in accordance with established policies and procedures, but allows for judgment and latitude in interpreting and applying applicable laws, regulations, and Sheriff's Office policies and procedures. Must possess the ability to rapidly make concise summaries of details and communicate them to the supervisor. Must apply knowledge of accurate grammatical composition, spelling, and punctuation in preparation of reports. Requires maintaining confidentiality of all private and sensitive information. The Supervisor evaluates performance through an appraisal of in-process work, results achieved, reports, personal inspection of work, and discussion.

ESSENTIAL DUTIES AND RESPONSIBILITIES
(Illustrative Only. Any single position in the 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.)

Under the direct supervision of the Captain, Sergeant or Sr. Admin Supervisor the incumbent:

1. Supervises Civil clerical personnel and plans work assignments to ensure that the Office's service and production expectations are achieved.

2. Reviews and investigates all citizen complaints against section personnel, assuring compliance with current citizen complaint policy and procedures. Refers major complaints to the Sheriff's Administration.

3. Conducts employee evaluations, reviews and approves employee timesheets, and investigates and resolves complaints or problems.

4. Identifies issues and implements basic corrective action with Sr. Admin Supervisor as appropriate.

5. Ensures training and supervision is provided to new employees, whose duties include processing civil documentation, calls for assistance, providing information to the public, typing and filing of records and reports, and compilation of statistical reports. Assigns trained personnel to assist with training of new employees.

6. Plan, organize and evaluate the activities of the Civil Processing Division. Develop and implement division goals and objectives; establish schedules and methods for accomplishing division workload; develop and implement procedures.

7. Reviews all legal documents received by the Sheriff's Office for correctness, completeness, authority and affixes the proper certification. Prepares the document for service or execution and prepares instructions for a Deputy in an effort to effectuate the service and/or execution.

8. Receives and records a broad range of legal documents including summons, complaints, writs, liens, orders, injunctions, citations, petitions, and subpoena's which have been issued by the federal, state, and local trial courts.

9. Schedules, composes, prepares, posts, and published Notices of Sale of Personal Property and Real Property.

10. Assures the timely and accurate processing of civil papers received for service and return of service affidavits and other court orders directed to the Sheriff. Resolves technical discrepancies as required.

11. Coordinates work activities with County District Attorney's Office, County Legal Counsel, and other County departments.

12. Conducts Sheriff's sales of Real and Personal Property, composes and executes proper Return of Sale, composes and issues certificates of Sale, Sheriff's Bill of Sale, etc., and executes Sheriff's Deeds on Real Property.

13. Establishes and maintains dockets for Restraint Warrants issued by various governmental agencies.

14. Executes writs of assistance when evicting citizens from real property after a sale has been made and in cases of child custody complying with the Order of the Court.

15. Advises the Sr. Admin Supervisor on matters concerning section production problems and activities. Ensures assignments are completed on schedule and in a timely manner. When requested, represents the Civil Division views and concerns with respect to total Sheriff's Office operations.

16. Ensures preparation and updating of policy and procedure manual for the Civil Division is addressed.

17. Responsible for reporting to section personnel on matters involving goals, objectives, policies, and day to day occurrences within the Sheriff's Office.

SUPERVISORY RESPONSIBILITIES
Supervisory responsibilities include general supervision of specific assigned employees. Provides technical assistance to staff, resolves minor work or personnel problems, and gives input regarding discipline, training, and major job reassignments to the Undersheriff. Provides direction to subordinate staff, including assigning and delegating work projects, scheduling employees to ensure proper staffing levels are maintained, and performance management including evaluating work performance, coaching, mentoring and/or initiating corrective action for performance and conduct issues.

QUALIFICATIONS
Requires knowledge of administrative practices, the rules and regulations of the Sheriff's Office and Oregon Revised Statutes. Requires considerable knowledge of English grammar and composition, business format, spelling, arithmetic, filing and record keeping; considerable knowledge of modern office procedures and the special practices, technicalities and formats; in-depth knowledge of electronic data management techniques and the latest in computer technology;

ability to perform the various aspects of the job including the ability to supervise and train employees, to delegate work assignments, and to establish and maintain work schedules for subordinates. Requires the ability to communicate effectively, both orally and in writing, where cooperation may be difficult to achieve, to assist individuals in resolving conflicts ad/or problems, and to establish and maintain a positive working relationship with the community, other law enforcement agencies and social agencies.

EDUCATION AND EXPERIENCE
Associates degree in office administration or related field and five years of progressively responsible secretarial and/or administrative experience; or, high school graduation or equivalency and six years of progressively responsible secretarial and/or administrative experience; and a minimum of one year supervisory experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Considerable knowledge in all phases of the Civil process functions and the administrative activities performed in the Sheriff's Office.

JOB IMPACT
Errors in judgment or irresponsible behavior may have a major impact on the financial situation of the Sheriff's Office, the civil rights of employees, as well as the public. Judgmental errors could become the basis for legal actions against the county.

JOB CONTACTS
This position generally has contact with other county departments, divisions, programs; state and federal agencies; community professionals; the public and the news media to receive information. Frequent contacts are made with other County Departments, Divisions, and Programs, other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS
Requires considerable knowledge of English grammar and composition, business format, spelling, arithmetic, filing, and record keeping. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.

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 communicate effectively, both orally and in writing, where cooperation may be difficult to achieve, to assist individuals in resolving conflicts and/or problems, and to establish and maintain a positive working relationship with the community, other law enforcement agencies and social agencies. Ability to perform the various aspects of the job including the ability to supervise and train employees, to delegate work assignments, to establish and maintain work schedules for subordinates. 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 type 40 wpm. Must have thorough knowledge of office equipment and its use, including but not limited to computers; full command of English composition, spelling and grammar. Must pass a written test, typing test and oral interview.

CERTIFICATES, LICENSES, REGISTRATIONS
LEDS Certification.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☒	☐	☐
☒	Sitting - 1/2 hour plus	☐	☐	☐	☒
☒	Moving about work area	☐	☒	☐	☐
☒	Bending forward	☐	☒	☐	☐
☐	Stoop position - 1 minute plus	☒	☐	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☒	☐	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	**# of pounds = 20 lbs**			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☐	Lifting Overhead	☒	☐	☐	☐
☐	Moving carts, etc.	☒	☐	☐	☐
☒	Carry items	☐	☒	☐	☐
☒	Dexterity/Coordination	☐	☒	☐	☐
☒	Keyboard Operation	☐	☐	☐	☒
☒	Rapid-mental/hand/eye coord.	☐	☒	☐	☐
☐	Operation of motor vehicle	☒	☐	☐	☐

Speech, Vision & Hearing

	Activity	
☐	Distinguish colors	Yes: ☐ No: ☒
☐	Distinguish shades	Yes: ☐ No: ☒
☐	Depth perception	Describe:
☒	Ability to hear	Normal Speech Level:
☐	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☐	Heat	☒	☐	☐	☐
☐	Cold	☒	☐	☐	☐
☐	Humidity	☒	☐	☐	☐
☐	Wet Area/Slippery	☒	☐	☐	☐
☐	Noise	☒	☐	☐	☐
☒	Dust	☐	☒	☐	☐
☐	Smoke	☒	☐	☐	☐
☐	Vibration	☒	☐	☐	☐
☐	Chemical Solutions	☒	☐	☐	☐
☐	Uneven Area	☒	☐	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐