



Uintah County

Job Description

Title:	Civil Process Secretary	Code:	504
Division:	Administration	Effective Date:	12/13
Department:	Sheriff	Last Revised:	12/13
FLSA Cat:	Non-Exempt	Pay Grade:	16

GENERAL PURPOSE

Performs a variety of **working level complex clerical and secretarial** duties to ensure the effective operation of the County Sheriff's Office.

SUPERVISION RECEIVED

Works under the general supervision of the County Sheriff or Chief Deputy Sheriff.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (May be assigned to one or more of the following duties)

Provides administrative support for various law enforcement functions, including general office duties, record keeping, filing, document preparation, transcription, and inbound/outbound mail management; coordinates with departmental personnel collect and report hours worked for payroll calculations; tracks and records POST training hours, maintains personnel records.

Acts as department initial point of contact; receives phone calls and greets walk-in public; determines needs, provides basic information and directs callers to appropriate authority; recognizes emergency calls and processes according to department protocol; provides secretarial support services to department personnel and officers; types, composes and/or prepares various reports, letters, communications and correspondence.

Maintains records for paper processes that are sent/delivered to the Sheriff's Office for service; maintains contact with attorneys, courts, judges and the Civil Division Deputy as needed to follow up on case reports to obtain final disposition and verify returns of service.

Establishes and maintains files, records papers received by the County Sheriff's Department; logs, compiles and files all information and documents; receives and processes civil documents, reviews for accuracy, assigns to Civil Deputy for service; monitors disposition of documents, manages changes in documents and orders, logs disposition and bills for appropriate fees and returns to agencies; receipts and deposits payments.

Logs legal documents such as writs, summonses, supplemental orders, civil bench warrants, trustee sales, orders of sales, subpoenas and protective orders, etc. for processing; monitors all logs, documents, records and information processed by the division to assure correctness and accuracy; initiates changes as needed.

Assists in the preparation and processing of officer reports; takes statements from witnesses; supplies record checks to authorized agencies and supplies file data as needed; records incoming calls and relays information to appropriate agencies.

Receives, logs and updates civil division records; assures integrity of all records through all stages of the management process, including distribution, returns, sale of items; maintains detailed records of properties; establishes inventory system as related to the Civil Division; processes paperwork with the assistance of the Uintah County Attorney's Office.

Performs general monitoring of the Civil Division financial activities and records; prepares and issues accounts receivable invoices; tracks expenditures; assists in the organization and preparation of annual budget details.

Acts as "Records Manager" for the Civil Division; oversees maintenance of Civil Division file system; maintains accurate, comprehensive, and up-to-date; coordinates with various agencies and court officials.

Provides clerical support for the creation and processing of various civil documents and warrants requiring service by the Sheriff's Department; coordinates with administrators, deputies, attorney, judicial and court personnel; assures accuracy of information and distributes to other agencies and jurisdictions; creates and maintains record log, collects fees for service, creates collection report and deposits revenues with County Auditor.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:

A. Graduation from high school or GED;

AND

B. Three (3) years of general office or customer service experience;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of general office processes and procedures; clerical processes and procedures associated with confidential documents; grammar, spelling and punctuation; **Basic knowledge of** general law enforcement practices and procedures, including knowledge of basic bookkeeping and Utah State Rules of Civil Procedure.

Skill in the operation of telephone equipment, personal computer operation and various software applications such as word processing, spreadsheets, and data processing.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; learn and understand in a short period of time complex aspects of a law enforcement record system; maintain confidentiality related to legally sensitive information; communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, elected officials, other agencies and the public; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to obtain a Notarial commission issued by the State of Utah and be bondable.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls.

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)