SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Chief Civil Deputy

Date: March 24, 2011

Reports to: Sheriff and Undersheriff

Department: Sheriff’s Office

FLSA Status: Exempt

Positions Supervised: Dispatch Supervisor (1 FTE); Law & Justice Assistant III (1 FTE).

BASIC FUNCTION: Directs and supervises the civil function of the Sheriff’s Office including acting on behalf of the Sheriff by executing directives from the Court on enforceable civil matters. Supervises clerical function of the Sheriff’s Office and acts as general office manager for all departmental records, inventory and accounting functions. Oversees budgeting and contract maintenance for Sheriff’s Office, Jail, Dispatch, DEM and E911. Performs a variety of complex and technical office duties related to the administrative operations of the Sheriff’s Office. Work is performed independently under the general direction of the County Sheriff or Undersheriff. Act as the confidential assistant to the Sheriff.

MINIMUM QUALIFICATIONS: Two years college. Must successfully complete Sheriff's Civil Function training through the Criminal Justice Training Commission; two years supervisory experience; or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential job functions.

PRINCIPAL DUTIES - Asterisk designates essential function:

*1. Processes, serves and executes Writs involving seizure and sale of personal and real property to satisfy court judgments. Conducts seizures and sales according to Washington State law. Prepares and maintains legal documents pertaining to Writs of Execution and Orders of Sale including preparation of deeds, certificates of redemption and certificates of sale.

*2. Processes, serves and executes on Writs involving commercial and residential court-ordered evictions. Prepares and maintains legal documents involving enforcement actions.

*3. Provides directives on a daily basis to patrol deputies for handling civil process subpoenas. Provides directives and assistance on daily basis to attorneys, court personnel and general public pertaining to civil process and enforcement. Directives require thorough knowledge of laws, regulations and procedures related to civil enforcement.

*4 Provides directives on a daily basis to patrol deputies for handling Domestic Violence Protection Orders, Anti-Harassment Orders and No Contact Orders. Provides directives and assistance to court personnel, attorneys, petitioners and respondents involved in the service of process and enforcement of such orders. Directives require thorough knowledge of laws, regulations and procedures related to domestic violence and anti-harassment.

*5 Processes and coordinates execution of extraordinary writs including Writs of Habeas Corpus. Provides directives to attorneys, court personnel and Sheriff’s Office personnel in the coordination of such writs. May involve coordination with law enforcement agencies in other jurisdictions.

*6 Processes permit and license applications including fingerprinting for firearm dealers and concealed pistol permits. Recommends approval or denial of licenses and firearm sales according to Washington State law.
Position Title: Chief Civil Deputy/Sheriff’s Office
Page 2

*7 Prepares and maintains all records pertaining to special revenue funds and grants. Monitors expenditures and prepares reports as required

*8 Supervises support clerical staff. Plans, organizes and directs employee’s work. Conducts employee performance evaluations, makes recommendations to employ and discharge.

*9 Responsible for fingerprinting civilian applicants for banking, school districts, housing, immigration, etc. Reviews all incoming completed fingerprint cards for quality control.

10. Receives and reviews process documents for accuracy. Maintains civil and criminal process dockets. Prepares required affidavits for attorneys and court pertaining to process.

11. Collects and receipts Sheriff’s fees for civil process. Maintains audit records in accordance with State law. Responsible for proper distribution of collected fees.


*13. Under direction of Sheriff prepares annual budget for Sheriff’s Office and Sheriff’s Grants, Jail Budget, Dispatch Budget, DEM and the Communications/E911 Budget. Monitors revenues and expenditures throughout year, prepares recommendations for budget revisions as necessary. Conducts regular review of budget with Sheriff, Undersheriff, Dispatch Supervisor, E911 Coordinator and Director of Emergency Management.

*14. Performs confidential clerical work and maintains confidential records pertaining to administrative and investigative matters.

*15. Maintains and monitors Sheriff’s Investigative Account.

*16. Processes and maintains documentation and reporting of seized assets according to Washington state law.

*17. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

18. Performs matron duties as necessary.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking. Must be able to see, hear and talk. Must be able to receive and understand written and oral communication and give written and oral instruction. Requires ability to learn the laws for administering the Sheriff’s Civil Function and the ability to learn business English and business correspondence. Must be able to work with basic mathematical applications and to develop/maintain accounting records for County budget and State/Federal grant requirements. Requires the ability to establish and maintain effective working relationship with the legal community. Must be able to meet and communicate with the public in a courteous manner despite stressful or confrontational situations.

EQUIPMENT REQUIREMENTS

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>Frequency of use</th>
<th># of Hours</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td></td>
<td>5</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone / Fax</td>
<td></td>
<td>5</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy machine</td>
<td></td>
<td>.5</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fingerprinting Equipment</td>
<td></td>
<td>.75</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Typewriter</td>
<td></td>
<td>.75</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculator</td>
<td></td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camera, video camera</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dictation/Transcription Equipment</td>
<td></td>
<td>1</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: Normal office environment most of the time. Occasional outside field site work when serving process and standby requirements based on court order. Requires occasional travel by boat and/or plane to other islands within the county. Duties of the position involve some degree of risk and hazard peculiar to the work of civil enforcement.