

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CIVIL PROCESS SPECIALIST
CLASS CODE: 6307
EFFECTIVE DATE: 01/17/2006
MARKET POINT: Based on applicable market study

DEPARTMENT: Sheriff

JOB SUMMARY

Receives, reviews, and processes legal documents relating to civil process including Sheriff's Sales, Sheriff's Deeds, Writs of Execution, Civil Bench Warrants, Protective Orders, and Stalking Injunctions. Determines and collects fees, balances daily receipts, prepares deposit, and distributes fees.

CLASS CHARACTERISTICS

This is the primary classification level responsible to independently perform Civil Process duties requiring extensive knowledge of Utah Code, Utah Rules of Civil Procedure, and Utah Rules of Juvenile procedure.

ESSENTIAL FUNCTIONS

Receives, screens, and routes telephone calls. Answers technical questions and provides detailed information to attorneys and the public relating to correct civil process and procedure.

Monitors division compliance with applicable laws and rules for civil process.

Safeguards civil records and ensures information disseminated is in accordance with policy, statutes, and law.

Receives and reviews all civil process documents for compliance with applicable laws and codes including Civil Bench Warrants through private attorneys and state agencies. Maintains document control and tracking.

Receives, sorts, and distributes criminal and civil subpoenas for service.

Distributes work to process service deputies, monitors their workload to determine future assignments, and files returns after reviewing and ensuring compliance.

Processes served Ex Parte Protective Orders, Protective Orders, and Stalking Injunctions; checking returns and updating statewide computer program.

Oversees Sheriff's Sale process. Prepares related documents including Notice of Foreclosure, Notice of Sale, Notice of Levy, Certificate of Sale, and Sheriff's Deeds on real property.

Computes Sheriff's Office fees after sale by referring to judgement amount and state code schedule.

Calculates fees; prepares and distributes billing statements to plaintiffs, private attorneys, and contract agencies.

Prepares and ensures accuracy of daily, weekly, monthly, and yearly, financial reports.

Remains informed of new rules, regulations, and legislation pertinent to civil process and procedure.

Assists in training and cross-training of new employees, staff, and other organizational personnel.

Performs the duties and responsibilities of other clerical staff as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of legal terminology, court systems, and legal procedures; Knowledge of the policies, procedures, and laws relevant to Civil Process; Ability to use a computer, word processor, and other standard office machines; Skill in multiple computer programs and applications including basic

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spreadsheets; Skill in data entry, proofreading, and basic bookkeeping and accounting; Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Ability to make independent judgements; and Ability to handle multiple tasks concurrently.

PHYSICAL DEMANDS

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 20 pounds; Regularly use tools or equipment requiring a high degree of dexterity; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office, library, computer room, or other environmentally controlled room; and Work occasionally exposes incumbent to angry or otherwise upset individuals.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma, one (1) year of formal training in secretarial and computer skills, and four (4) years work experience in a legal or judicial environment performing complex office activities. Must pass a typing test at or above the rate of 40 WPM net. Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Incumbent must be bondable; and incumbent must obtain State of Utah Certificate of Authority of Notary Public within first three months in position. Must successfully complete Bureau of Criminal Identification (BCI) training and successfully pass the proficiency test as required for state certification within first six (6) months in position and must maintain certification thereafter.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.