

CIVIL DIVISION SUPERVISOR

JOB PURPOSE AND SUMMARY

Provides legal technical guidance and administrative support within the Civil Division of the Sheriff's Office. In order to be successful in this classification, the incumbent must be proficient in reading, analyzing, understanding, and interpreting federal and state laws, and a variety of legal documents. Some work is guided by federal or state laws, County and/or Sheriff's Office policy, but independent judgment and discretion are required to decide course of action when faced with gray areas in laws or policies. Thorough, accurate, and timely completion of work is critical to the effective performance of deputies and court officials. Errors in work could affect the property ownership, and liability of citizens, and cause liability (litigation) to the Sheriff and the County. Incumbent has a limited commission/authorization from the Sheriff to serve or execute, according to law, all process, writs, precepts, and orders issued by lawful authorities. At times, this position is required to perform fieldwork in various places and situations to enforce court orders that may consist of contact with plaintiffs and defendants, seizing and removing of property; holding property for safekeeping. Enforcement of court orders may also include the responsibility of conducting property sales to satisfy the terms of the order.

Also this classification is responsible for supervision of subordinates, and for the quantity and quality of work performed. The incumbent plans workload distribution, assigns work, adjusts assignments to accommodate work fluctuations and changes, monitors work accomplishment, takes corrective actions to maintain acceptable quality standards, selects and trains new employees and evaluates employee performance. Work can also significantly affect the coordination efforts of other divisions and departments within the County.

Personal contacts are typically with other employees within the same work unit; enforcement personnel, managers and representatives from various County departments and offices, to include contact with judges issuing civil orders from the courts. Contacts may also include persons involved in Board actions, hearing and civic group activities, local and distant attorneys, representatives of courts of other counties and states as well as the general public.

The purpose of contacts is to obtain, clarify, or give facts or information directly related to the work being performed or the mission of the division or department served. Contacts may be for the purpose of planning, coordinating and advising on work efforts. Information handled is of a technical as well as a substantive nature.

The incumbent reports to the Chief Civil Deputy within the Sheriff's Office. Considerable latitude for independent judgment and action is exercised within the area of supervision. Work is reviewed periodically by an administrative superior through reports and conferences for effectiveness of employees supervised and results attained.

Results of work affect the accuracy, reliability or acceptability of court orders, processes and services within the work unit. Work can also significantly affect the coordinative efforts of other divisions and departments within the County as well as other agencies within and without the state. Proper and timely review of current session laws for changes to legislature that impact civil functions is vitally important to proper running of the department.

REPRESENTATIVE EXAMPLES OF WORK

- Review and ensure all court orders or “writs” are issued in the proper format, contain the proper language for enforcement and ensure all necessary supplemental papers, fees, bonds, and resources are provided.
- Provide annual review of session law changes and the proper and timely implementation of necessary changes to keep enforcement current and legal.
- Ensure all civil court orders are processed and returns made accurately and timely. Court orders may include: Writs of Restitution, Writ of Replevin, Writ of Attachment, and Write of Execution.
- Maintains the standards necessary for the service and enforcement of civil process and court orders by keeping current with and interpreting state law and review of changes in the law that affect how the work is performed.
- Ensures all eviction orders are executed properly and in a timely manner while creating “no harm” for tenants and landlords involved. When necessary, assures proper agencies are contacted to provide assistance for challenged cases.
- Acts as a resource when dealing with child custody court orders to effect proper custody of specified children. Reviews and processes court orders issued on child custody and prepares necessary notices and service paperwork to be utilized for child custody situations that the Child Recovery Unit may need.
- Supervises and coordinates activities of staff designated to serve the processes brought to the office for that reason. As necessary determines direction of routes, assists with interpretation of instructions, assures services are completed in a timely and accurate manner.
- Investigates grievances involving subordinates and recommends resolutions; recommends promotional and disciplinary actions; approves leave requests, overtime; schedules vacations to assure adequate coverage for maintenance of production standard.
- Evaluates performance of assigned employees; prepares annual evaluations; establishes standard of performance for each class or position supervised.
- Consults with management regarding clerical needs; attends staff meetings; makes recommendations regarding budget requirements for the division such as staffing, equipment, etc.
- Trains all clerical classes in new departmental procedures or operation and maintenance of machines and equipment; prepares or oversees preparation of training manuals and presides over training classes.
- Analyzes operating procedures to devise the most efficient methods of accomplished work; analyzes data gathered, develops information and considers all available solutions; recommends implementation of new system and trains personnel in application.

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- Provides information and advice concerning specialized or technical services rendered and related office functions, including response to difficult problems and questions raised by public served or by subordinates.
- Analyzes operating procedures to devise most efficient methods of accomplished work; analyze data gathered, develops information and considers all available solutions; recommends implementation of new system and train personnel in application.
- Composes correspondence or letters in reply to correspondence received; reads incoming correspondence and gathers data to formulate reply; may complete form letter or dictate reply; may route correspondence to other departments for reply; composes memos to inform department staff of policy or procedural changes.

QUALIFICATIONS

- Four (4) years of progressively responsible clerical, administrative or technical experience;

-OR-

- Bachelor's degree from an accredited college or university involving major coursework in public administration or closely allied field may be substituted for three years of experience;

-OR-

- Any combination of work experience and education which demonstrates the ability to perform the work of the class.

-AND-

- Minimum two years assignment to a civil unit involving the preparation and closing of civil paperwork of a service nature or two years assignment working with civil paperwork in the environment of the courts.
- Supervisory or lead experience in an office environment is highly desirable.

Knowledge of: general rules and practices that govern service of civil process, general office practices and procedures; principles and practices of modern office management and supervision of the standard record maintenance procedures applicable to the special field to which assigned; policies, procedures and practices applicable to specialized office functions as required by the position; state laws and revisions that affect those laws in relation to the execution of court orders.

Ability to: work independently with no supervision; accurately execute the orders of the courts; research and obtain solutions to difficult orders; establish and maintain effective working relations with co-workers, public and private officials, and the general public; plan, assign, supervise and evaluate the work of subordinates; understand and execute complex oral or written instructions and to apply available guidelines to widely various situations; coordinate, delegate and direct the activities

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and work assignments of subordinates toward the accomplishment of division and department goals and objectives.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is performed primarily in an office setting. Some walking, bending and carrying light items is required. At times, the incumbent may be spending a major part of the day exchanging information over a counter, or in the field when execution of court orders is necessary. Such duty may require prolonged periods of standing. Incumbent may experience highly stressful situations in the process of resolving problems on an immediate nature, i.e., facing irate citizens dissatisfied with information received, action taken or to be taken as a result of a court order. Operating a motor vehicle may also be required.

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Office Use: