



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Deputy Sheriff - Civil Process</u> | NEW: <input type="checkbox"/> | REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small> |
| REPORTS TO: <u>Sergeant</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>01/20</u> |
| DEPARTMENT: <u>Sheriff</u> | JOB CODE: <u>201</u> | |

SUMMARY:

Under general supervision of a Sergeant or designee, the Civil Process Deputy primary duty is serving various types and forms of civil and criminal process, which includes posting and serving evictions. May be called upon to serve mental health commitment paperwork and writ of body attachments.

The Civil Process Deputy may be assigned to perform general law enforcement work of average difficulty and responsibility in the preservation and protection of life and property, the prevention of crime, the maintenance of good public order, the enforcement of civil and criminal law, and other related duties as required by direction or assignment.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

- Primarily serves court orders, warrants, writs of attachment, criminal process, and other various types and forms of civil process received and processed by the department.
- Works assigned area(s) of Boone County.
- Transports detainees and prisoners as needed.
- Assists other deputies, investigators, law enforcement agencies, fire department personnel and emergency medical personnel as directed.
- As necessary, makes arrests and testifies in the prosecution of law violators.
- Completes civil process returns, reports, and other forms as needed.
- As necessary, reports unsafe road conditions, events or circumstances impacting public safety or other circumstance.
- As directed, protects crime scenes, gathers and preserves matters of evidence, takes and records testimony.
- As directed may perform duties of a Deputy Sheriff assigned to the Enforcement Branch.
- As necessary, assists detention personnel in the Boone County Jail with facility operations and/or control of detainees.

- Assists in the training of personnel as needed.
- Participates in Sheriff's Department recruitment and community relations activities as directed.
- Perform other duties as assigned.

KNOWLEDGE AND SKILL:

1. Good knowledge of various forms of civil and criminal process and how to handle/serve said process.
2. Knowledge of the principles and practices of law enforcement.
3. Knowledge of applicable federal, state, and local laws, statutes, ordinances, and regulations.
4. Knowledge of the powers, duties, functions, jurisdiction and responsibilities of the Sheriff's Department.
5. Knowledge of the policies and practices of the Boone County Sheriff's Department and geography of the county, its incorporated areas, and the general roadway network.
6. Knowledge of the criminal justice and court systems in the State of Missouri and Boone County.
7. Some knowledge of Boone County Human Resources policies and practices.
8. Ability to interact with citizens in a professional manner.
9. Ability to communicate effectively and concisely, orally and in writing.
10. Ability to effectively and efficiently communicate with people from all cultural, social, economic, and diverse backgrounds in varying situations.
11. Ability to process, accurately interpret, and understand several pieces of information received from several separate sources at one time.
12. Ability to read and interpret legal process
13. Ability to write routine reports and correspondence.
14. Ability to cope with stressful and strenuous situations and perform calmly in such situations.
15. Ability to utilize sound reasoning, as well as ability to make sound decisions.
16. Ability to prioritize workload; meet deadlines; accept direction; carry out directives; and comply with policies, rules, and regulations.
17. Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.
18. Ability to follow instructions when furnished in written, oral, or diagram form.
19. Ability to enforce the laws firmly, tactfully, and impartially and to deal courteously and harmoniously with co-workers and the general public.
20. Skill in the use and care of firearms, less lethal weapons, and related law enforcement equipment.
21. Skill in defensive and emergency driving.

PHYSICAL DEMANDS:

Ability to: react to physical confrontations and emergency situations quickly and effectively; perform tasks requiring dexterity and agility after running moderate distances; see and recall visual details; hear and understand speech and radio transmissions; perform multiple physical tasks simultaneously; drive an automobile; qualify with a department authorized firearm and defensive weapons; wear required uniform articles and safety equipment for extended periods of time; wear and use a respirator; communicate clearly in person and via a police radio and/or phone.

Position requires CONTINUOUS standing and sitting for long periods of time; FREQUENT bending, reaching, kneeling, and crouching; climbing up and down stairs; lifting and carrying 75 pounds; dragging up to 150 pounds.

WORK ENVIRONMENT:

Employees risk physical hazard from violence, aggressive and hostile people, a variety of weapons, noise, stress, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs, and drug paraphernalia; risk of civil litigation due to the performance of duties.

Work may be performed in various settings and weather conditions (e.g., extreme temperatures and precipitation).

Duties are generally performed on an assigned shift, but the deputy may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best contribute to the efficient and effective operations of the Sheriff's Department.

May be required to wear uniform or plain clothes in performance of assigned duties.

Position requires the ability to work overtime when necessary, as well as, the ability to work different shifts, including holidays and weekends.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; 21 years of age or older; clear criminal record excluding minor traffic violations; visual acuity of at least 20/200 correctable to 20/20 in both eyes; must possess a valid operator's license at time of application and a valid Missouri operator's license at the time of appointment; must possess a valid Class A or B Missouri Peace Officer License at the time of appointment. Applicants must be able to meet the strenuous physical demands of law enforcement activities which include, at a minimum, the ability to engage in foot pursuits, to make forcible arrests, and to operate law enforcement equipment, including firearms. Visible tattoos, body brandings, ear lobe stretching (also known as gauging), and piercings other than traditional ear piercings for female employees are prohibited from being visible while on-duty. Must be of good character, with no felony convictions or convictions for crimes involving moral turpitude. Must not have pending indictments or criminal convictions within the last two (2) years. No marijuana use or possession in the past two (2) years, and no other illegal drug use or possession in the past five (5) years. Must be able to type a minimum net score of 35 wpm and must reside in Boone County.

Must pass a pre-employment drug screen as well as physical and mental examinations.

Must meet minimum qualifications set forth by the FBI and MSHP CJIS Security policy.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice.