



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Office Specialist-Civil Process</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Administrative Deputy</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>01/16</u>
DEPARTMENT: <u>Sheriff's Department</u>	JOB CODE: <u>603</u>	

SUMMARY:

Under general supervision, the Civil Process Office Specialist receives, assigns, tracks, and returns civil process documents served by the Boone County Sheriff's Department, and enters, verifies, and maintains Protection Order files issued by the Boone County Circuit Clerk.

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.)*

Receives civil and criminal court documents from parties throughout the country; assigns and distributes documents to Civil Process Deputy for service; enters data of court information of all civil process documents into department records management system; receives, processes, and enters all service information of court documents into the records management system; assigns appropriate fees for all civil and criminal court documents served by Civil Process Deputies; returns civil process documents served to appropriate party.

Receives and verifies all Expartes, Child Orders of Protections, Full Orders of Protection, and Notice of Hearings in the MULES and NCIC systems; enters all protection orders received for service from various courts and law enforcement agencies; processes the Boone County Circuit Court Adult Abuse document; processes the monthly order of protection validation file; maintains hard files of all Boone County Orders of Protection.

Communicates several times a day with Civil Process via mail, phone, or in-person; references court documents to be served; answers inquiries and provides procedural

information about civil process to the general public, various courts, attorneys, law enforcement agencies, and co-workers by email, phone, or in-person.

Collects, receipts, and prepares for deposit all monies received for services of processes; bills appropriate party for monies due to the Sheriff's Department for service of processes; prepares deposit to Boone County Treasurer of monies collected for service of processes.

Acts as liaison between the Boone County Sheriff's Department and the Prosecuting Attorney's Office for any changes in court appearance dates for deputies; communicates daily with deputies through email, phone, or in-person on new subpoenas for court appearances or changes in appearance dates.

Acts as levying Officer in accepting and investigating general execution exemption claims filed by judgment debtors; researches and prepares correspondence and communicates decisions with all parties in exemption claims to include the judgment debtor, attorneys, courts, and banks in a timely manner per state statute.

Prepares and maintains files relating to deposits, exemption claims, and civil process; liaison with Circuit Clerk's Office reference civil process; processes paperwork in compliance with established procedures or regulations; prepares and maintains standard records to include forms, filing paper documents, saving and updating copies of documents to electronic files; receives complaints or inquiries and directs those to the appropriate staff; provides notarization services to department employees and general public; prepares monthly Order of Protection Validations reports.

Performs all other duties as assigned.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held

recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

KNOWLEDGE & SKILLS

1. Knowledge of personal computers and standard software applications related to legal support work, including Microsoft Word and Excel.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Knowledge of legal processes and terminology.
5. Knowledge of the criminal justice system in the State of Missouri.
6. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication and division.
7. Skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
8. Skill in handling stressful situations successfully and the ability to work well with other employees, court professionals and the public.
9. Skill in building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
10. Expert skill in discretion and maintaining confidential information.
11. Ability to work independently and follow instructions.
12. Ability to be MULES certified within six months of hire.
13. Ability to maintain a high level of accuracy and attention to detail.

QUALIFICATIONS:

High School Diploma or equivalent; two years of clerical experience; 21 years of age or older; must not have any felony convictions; must not have other criminal convictions within the last 2 years, excluding traffic violations; no marijuana use or possession in the past 2 years, and no other illegal drug use or possession in the past 10 years; vision acuity of 20/200 and 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 time of appointment; must pass a pre-employment drug screen; must have the ability to type 35 net WPM; must be eligible for MULES certification within 6 months of hire.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____

HR Director: _____ (signature) _____ Date: _____
(signature)