

POWESHIEK COUNTY JOB DESCRIPTION

Department: Sheriff

Title: Civil Clerk

FLSA: Non-Exempt

Date: May 2024

Reports To: Sheriff

PURPOSE

Provides office management and related departmental support services in the receipt, processing, safekeeping and disposition of sensitive law enforcement information in either verbal or written form; responsible for civil process including general and special civil executions, distress warrants, garnishments, condemnations and related processes and procedures.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Civil Clerk Duties:

Receives civil papers for process, distributes civil papers to Deputies for service; when appropriate serve criminal and civil papers, including but not limited to subpoenas, warrants, executions, condemnations, real estate sales, levy's, garnishments, writs, orders, and injunctions; makes entries in fee dockets, maintains records of service and return or proof of service tickets for action by deputies; prepares notices for service of court ordered judgments; receives monies due on judgments and receipts moneys received in fee docket and cash books and fill out required reports and transmits fees to County Treasurer and State; issues purchase certificates and deeds on Sheriff sales; reconciles bank accounts; picks up mail, time stamps and distributes to appropriate personnel.

Takes telephone calls, messages and relays information to appropriate personnel; takes inquiries and requests for service; answers questions from the public regarding civil procedures.

Prepares written correspondence, reports, permits and other documents; maintains records and files, computer files, reports.

Prepares accounts payable claims and supporting documents for submission to Auditor's Office.

Takes applications for new and renewed concealed weapons and gun permits; maintains records and follows established procedures for processing permit applications.

Enters and maintains accurate records involving the Sheriff's department computer network, civil documents, gun permits, and website updates.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from high school or GED. Office support experience, including accounting and secretarial experience, and experience in a law enforcement environment preferred.

MINIMUM PHYSICAL AND MENTAL DEMANDS REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Work involves occasional physical activity such as walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), lifting files and boxes. Uses fingers, hands, and arms in the operation of office equipment, including computer, calculator, copy machine, fax machine, and telephone.

Requires basic movement of fingers/hands/feet/legs in movement around the communications center and in the operation of equipment, as well as the ability to reach (horizontal and vertical) objects such as communications devices, books and manuals. Work requires the ability to read data and information from screens and other devices involving close (20 inches or less) vision.

Cognitive Demands

Requires knowledge of the English language including grammar, sentence structure, spelling and punctuation; knowledge of standard office practices, legal forms and format, maintenance of complex and sensitive records and the appropriate use of established guidelines and references; business arithmetic including addition, subtraction, multiplication and division. Ability to deal with problems having several variables. Ability to perform important support tasks and make decisions using interpretation and judgment; ability to plan and organize workflow; work under stress and deadlines; and follow oral and written instructions accurately and efficiently. Capacity to acquire comprehensive knowledge of the civil process with attention to detail, applicable codes, laws and procedures.

Language Ability and Interpersonal Communication

Interacts regularly with a broad spectrum of people including attorneys, members of the public, representatives from law enforcement and governmental agencies, judges and court personnel, and departmental staff in giving and receiving information through telephone,

direct contacts and correspondence. Requires the capacity to deal with information and data including numbers, figures, words, symbols, ideas and oral verbalization. Requires the ability to read with sufficient comprehension to compare similarities and differences between words, numbers etc. in either written, oral, schedule or other form.

Environmental Adaptability

Most of the work is performed in an office environment. The likelihood of personal injury would be slight.