

<b>JOB DESCRIPTION</b>	
<p>County of York</p>  <p>Sheriff's Office</p>	<p><b>CIVIL DEPUTY Sheriff's Office</b></p> <p><b>Status:</b> Part-Time</p> <p><b>FLSA:</b> Non-Exempt</p> <p><b>Salary:</b> \$20.00 Hourly</p> <p><b>Union:</b> Non-Union</p> <p><b>Reports to:</b> Civil Division Supervisor</p>

**CIVIL DEPUTY**

Part-time Position  
29 hours/week  
(116 Hours/Month)

**JOB SUMMARY**

To ensure the service of a variety of judicial processes to named individuals, partnerships and corporations which includes serving summons, complaints, writs, small claims, civil order of arrest, subpoenas, executions, family matters summons, attachments, garnishments, notice to quit, denied protection orders and other civil matters as they are brought forth.

**MAJOR DUTIES/PERFORMANCE MEASURES**

Under direct supervision a part-time civil deputy will:

1. Accept and return phone calls required to complete their assigned paperwork and submit all invoiced paperwork to the proper parties.
2. Reviews the contents of each process document received and determines methods for legally servicing to named individuals and/or businesses in accordance with State, County and Municipal statutes.
3. Performs research and basic investigative work in locating named person(s); makes telephone calls and speaks with individuals in an attempt to locate named person(s);

- investigates and researches leads, making inquiries with neighbors, witnesses, plaintiffs, etc.
4. Maintains records of service attempts; coordinates files validating service, prepares data for submission to court jurisdiction and prepares weekly reports documenting total services.
  5. Traces and locates witnesses and suspects who have moved or relocated through the use of the old address, telephone number, friends, relatives or any other available resource.
  6. Works with civil clerks in prioritizing papers according to type of paper and court schedules.
  7. Ensures proper custody of all civil monies and property received and maintains records of receipts and disbursements.
  8. Assists in the levies and seizures of real or personal property.
  9. Reviews all work paperwork to ensure its completeness and acceptance within the judicial system.
  10. Attend briefings and trainings to exchange information related to the objectives and goals of the office.
  11. Consults with courts, attorneys, the District Attorney, county officials and sheriff's office regarding procedures followed in the serving process.
  12. Attend court proceedings or hearings to assist or give testimony.
  13. Drives a motor vehicle to perform one or more essential functions.
  14. To be of assistance to the sheriff's office in the event of a disaster or other emergency situation.
  15. Performs other duties of a similar or related level as necessary or assigned.

**ESSENTIAL SKILLS:**

1. Must possess a valid driver's license and satisfactory driving record (*verified*).
2. Ability to qualify with department approved weapons (*for those MCJA certified*).
3. Ability to apply knowledge of criminal and civil processes when exercising personal and independent judgement in the performance of duties.

4. Ability to operate equipment including but not limited to: chemical munitions, computer equipment, photocopier, radio system, CPR mask and first-aid equipment, rescue equipment.
5. Knowledge of human relations/behavior when confronting victims, witnesses, suspects and/or the general public during performance of duties.
6. Ability to utilize effective oral, written and listening communication skills.
7. Ability to organize job responsibilities to meet shifting priorities.
8. Ability to maintain certifications as required by assignment.
9. Ability to safely operate emergency vehicles and approved weapon (*for those MCJA certified*).
10. Ability to coordinate efforts and cooperate with other agencies/jurisdictions.
11. Ability to exemplify by his or her actions, the Sheriff's philosophy.

**EDUCATION:**

High school graduate or GED equivalent required. College course work in related field is beneficial. A Maine Criminal Justice Academy certification as a full time or part time law enforcement official in the State of Maine is not required for this position but is desirable.

**SELF-DEVELOPMENT:**

Attend relevant workshops/seminars/training to enhance performance as assigned, required by state law or upon approved self-referral.

Background Requisites: Must successfully clear the provisions of background check and any interviews required prior to a possible appointment.

A Maine Criminal Justice Academy certification as full time or part time law enforcement official in the State of Maine is not required but is a desirable form of training.

**PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

**REQUIRED PHYSICAL ACTIVITIES:**

While performing the essential functions of the job the employee is required to sit, stand, walk, talk and hear, use hands to finger, handle or feel objects; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl.

**WORK ENVIRONMENT:**

The employee is required to work outside in weather conditions and may be exposed to extreme cold and extreme heat. During working hours, the employee may come in contact with a member of the public, an inmate or arrestee by touching, controlling, sitting by, riding with and

body searching the individual. Hand-to-hand exchanges of documents, money, personal property, clothing and other items may be required.

**SUPPLEMENTAL INFORMATION:**

Reports to: Assigned supervisor

Works with: Sheriff's office staff, other law enforcement agencies, county employees, court officials, and the public.

**REQUIRED TRAVEL:**

The employee is required to travel throughout York County in a vehicle provided by the sheriff's office.

**Applications for this position can be picked up at the York County Government Building located at 149 Jordan Springs Road, Alfred, Maine or on the County of York website at:**

[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

**All Applications and Resumes should be submitted to:**

**York County Human Resources  
Attn: Linda Corliss  
Director of Human Resources /  
Deputy County Manager  
45 Kennebunk Road  
Alfred, ME 04002**

**This posting will remain open until filled**

**York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected Veteran Status.**