

## **Oconto County Job Description**

**Job Title:** Civil Process Specialist  
**Position #:** 10516  
**Department:** Sheriff  
**Reports To:** Sheriff, Director of Police Services, Lieutenants  
**FLSA Status:** Nonexempt  
**Union:** AFSCME - Courthouse (Grade 4)  
**Prepared By:** Mike Jansen & Teri berth  
**Prepared Date:** June 2005  
**Approved By:** Law Enforcement/Judiciary Committee  
**Approved Date:** June 2005

### **SUMMARY**

Reports to the Sheriff, Director of Police Services, and/or Lieutenants. Responsible for performing a variety of secretarial duties which include general typing, word processing, data entry and clerical tasks requiring a qualified typist and/or stenographer with entry knowledge in order to perform the following duties for the Sheriff Department. Able to use own judgment in choosing priority of routine assignments to be accomplished.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

The duties of this position are routine, involving the application of clearly prescribed standard practice requiring the use of several procedures. This position involves making decisions requiring some judgment based on established policies and procedures and priority of assignments to be accomplished.

Provides over-the-counter assistance to the public, which includes receipt of civil process papers. Evaluate other documents received and forward to appropriate personnel. Regular contacts with other departments, furnishing or obtaining information or reports, requiring tact to avoid friction.

Enter civil process data, taking into consideration time sensitive material. Understand and follow Wisconsin Statutes and County Resolutions in preparation of document for service by Process Server, Lieutenant or Deputy. Responsible for recording results of returning civil process affidavit documents, bill appropriate individual or agency, receive and deposit monies with the Treasurer's Office.

Prepare Past Due notices for outstanding Civil Process fees, receive and deposit monies with Treasurer's Office.

Schedule dates, receive and prepare documents for Sheriff's Sales. Receive, enter and deposit monies for postings/sales with the Treasurer's Office. Maintain an accurate calendar of pending sales at all times. Assist Sheriff or his designee on day of sale, if necessary. Process final real estate documents and deliver final documents to the Clerk of Court's Office in a timely manner.

Employee has daily contact with other county departments, outside law enforcement agencies and other county governments and Wisconsin Department of Transportation.

Enter and maintain county accident reports. Process vehicle fatalities with notification to the appropriate agencies and media as prescribed by department procedures. Make master copy for our files and mail original accident report to Madison. Per established policies and procedures release information upon request to attorneys, insurance companies, other agencies and public, except in cases pending investigation, or of a confidential nature. Invoice for same, deposit with Treasurer's Office.

Send photographs from incident/accident reports for development. Provide additional set of photos to other agencies (District Attorneys Office, State Patrol) per established policies and procedures release upon request to attorneys, insurance companies, general public, except in cases pending investigation, or of a confidential nature. Invoice for same, deposit with Treasurer's Office.

Maintain an accurate County map of traffic accidents by recording location of personal injury, property damage or fatal accidents.

Enter data and maintain files of warnings and deer registration (tag) incidents.

Maintain up-to-date lists of information used by the Sheriff's Department to include, but not limited to, home phone listings, frequently called numbers, cell and pager listings or any other list requested by the Sheriff or his staff.

Responsible for preparing outgoing mail to be delivered from the department to the County Clerk's Office daily.

Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.

Takes and delivers messages when appropriate personnel are unavailable.

Answers questions about organization and provides callers with address, directions, and other information.

Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.

Monitors visitor access and issues passes when required.

Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.

Takes payments for services and products recording amounts and prepare for deposit with the Treasurer's Office.

Creates and prints fax cover sheets, memos, correspondence, reports, and other documents when necessary.

Performs other clerical duties as needed, such as filing, photocopying, and collating.

Able to handle and safe guard money.

Capable of occasionally working beyond the regular office hours of this position to complete deadline assignments.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

One year certificate from college or technical school and 6 - 12 months related experience and/or training; or equivalent combination of education and experience. Knowledge of office and department terminology, policies, practices, and procedures as gained by practical progressive clerical work experience in bookkeeping, typing, scheduling, computer skills, civil procedures, organizational skills and operation of general office equipment are necessary to performing the duties of this position.

Knowledge of office, computers, and courthouse terminology, duties of other offices, policies, practices, and procedures as gained by 6 - 12 months of practical, progressive clerical work experience in an office environment. Be able to identify county employees and their job title.

Type accurately 60 wpm and file information properly and consistently. Receive and transcribe dictation proficiently at a reasonable rate of speed and level of quality.

Knowledge of business English and the correct spelling of agency terminology. Able to make data entries with skill and accuracy.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret documents such as legal papers, general business periodicals, professional journals, technical procedures, governmental regulations, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and business correspondence, and understand and interpret civil process procedures. Ability to speak effectively before groups of customers or employees of organization. Capable of using tact, courtesy and diplomacy in dealing with the persons visiting or on business at the courthouse, judges, sheriff's department, all county department heads and employees, the general public, and other county and outside agency employees. Possess pleasant, clear speaking voice and good hearing ability.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Possess mathematical skills and accuracy necessary for accounting purposes.

High degree of accuracy is mandatory working with considerable large amounts of money, and makes decisions based on policy and procedures when directing payment of monies collected.

### **REASONING ABILITY**

Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to deal with problems involving several concrete variables in standardized situations. Able to use discretion and integrity to process office information and data in a confidential and professional manner.

Able to make accurate, independent decisions to determine what action should be taken within the department's policies and procedures. Capable of planning, scheduling and completing work priorities and duties. Excellent organizational skills, high level of maturity and a strong degree of self-direction and motivation is required.

Probable errors may involve serious consequences, legal consequences, loss of considerable money, loss of information and hold up legal proceedings. Duties may involve the preparation of data on which the court bases important decisions. Work is checked and verified by employee.

Employee must be able to concentrate both mental and visual attention closely to work.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**SUPERVISION RECEIVED** This factor appraises the degree to which the positions immediate supervisor provides guidance and oversight. Under general direction the employee works from department policies and procedures. Rarely refer specific cases to superior unless clarification or interpretation of policies and procedures are involved. Able to work with limited daily supervision and make accurate, rapid, independent decisions regarding routine planning, scheduling, and completing office work priorities and duties.

**CONFIDENTIAL DATA** This factor appraises the integrity and discretion required to safeguard confidential data. This factor takes into consideration the character of the data, the amount of time the employee works with the data and the impact if the data was released.

Employee regularly works with confidential data (includes electronic PHI) of a serious importance, which, if disclosed, may be detrimental to the county's interest. Data is of a highly personal nature and disclosures could cause public reaction. Position has regular access to confidential documents where utmost integrity is required to safeguard the relationship between county government and the public. Information can be of a personal nature and if disclosed could cause serious adverse legal and community reaction and concern for this department, the county, and this position.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Notary and bonded

**MATERIALS AND EQUIPMENT USED** Ability to operate office equipment to include computer, keyboard, printer, calculator, photocopier and fax machine.

**PHYSICAL DEMANDS** The physical demands 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand, move about, and reach with hands and arms, climb or balance, and stoop, kneel and crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in areas with security measures in place and occasionally works with persons of questionable character. The noise level in the work environment is usually moderate. The employee has frequent interruptions from walk-in and call-in customers that require assistance.

**DISCLAIMER** The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.