



# MORRISON COUNTY

## JOB DESCRIPTION

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Job Title:	Civil Process Specialist
Department:	Sheriff's Office
Classification:	Grade 5
Reports to:	Office Support Supervisor
Supervises:	No
Telecommute:	Not available
Normal Business Hours:	Monday – Friday, 8:00 AM – 4:30 PM
Union:	No
FTE Status:	1.0 Full-Time Equivalent
Last Reviewed:	08/2024

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### **Nature of Work:**

This position receives and disseminates civil process requests received in the office; collects and compiles various information and runs reports; prepare claim forms and ensures all bills are properly coded and forwarded to the auditor's office for payment.

### **Communicates with:**

Internally – All Sheriff's office staff.

Externally –Federal, State, County and City entities and the Public.

### **Supervision:**

N/A

### **Essential Work Functions:**

- Receives, reviews letters of instruction, researches jurisdiction, and enters civil process into system.
- Disseminates papers to deputies for service and monitors timely service.
- Prepares letter of instruction and forwards to out of county agencies requesting service.
- Records all services and prepares appropriate certificates of services and invoices.
- Determines if affidavit/certificate needs to be e-filed with the court system and if so, complete same or mail documents to requester. Monitors receipt of payment for services.
- Receive and process levy requests and research appropriate action needed. If necessary, calculate amount owed including county fees, commission and interest.
- Maintains ledger for all monies received through levy process. Communicates with creditor regarding how to manage the file going forward.
- Prepares all necessary correspondence to parties involved regarding status and conclusion of matter. Calculates final amount owed on judgment and file necessary documents with court. Maintains proper documentation pursuant to state statute.
- Maintains mortgage foreclosure calendar, completes Certificate of Sale.
- Provides excellent customer service in-person, via email, and over the phone by greeting individuals professionally, answering questions, taking complaints, taking detailed messages, and providing timely follow-up as needed.
- Performs general administrative duties, including processing invoices and purchase orders for payment.
- Processes requests for background checks for gun permits and employment.

### **Other Work Functions**

- Performs related work as required.
- Backup for Office Support Supervisor.

**Minimum Qualifications of Education and Experience:**

- Requires specialized training beyond High School, but less than an associate degree.
- Two (2) years of clerical experience required.
- Ability to pass all position required background(s) and testing(s).

**Knowledge, Skills, and Abilities Required:**

- BCA certification.
- Understanding of the organization's goals and objectives.
- Strong interpersonal skills.
- Good written, oral, and interpersonal communication skills.
- Experience with Microsoft Office Suite.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.

**Persons with disabilities:**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

**Physical Demands and Work Environment:**

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%-74%	75% or more
Office environment				X
Sitting, standing				X
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Moderate (Up to 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Work with high detail/deadlines			X	

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

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

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_