



## MUSCATINE COUNTY CLASS SPECIFICATION

01/09/2020

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<b>JOB TITLE:</b>	CIVIL DEPUTY ASSISTANT
<b>GRADE:</b>	8
<b>REPORTS TO:</b>	PATROL CAPTAIN
<b>DEPARTMENT(S):</b>	SHERIFF
<b>FLSA STATUS:</b>	NON-EXEMPT

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### **JOB SUMMARY:**

Assists deputies by ensuring all papers received by the Sheriff are accounted for, docketed correctly, prepared for service and properly served. Receives, processes and conducts all necessary components of a Sheriff's Sale. Receives and processes all commitment orders and no contact orders. Ensures timely preparation of all papers and all necessary communication with other essential agencies. Communicates with attorneys, the general public and deputies regarding all matters listed above.

### **ESSENTIAL FUNCTIONS:**

- Processes civil papers which are received for service. Processes served papers for return of service via EDMS/E-file and US Mail and processes required billing.
- Processes garnishments by calculating total amount to be garnished. Prepares the Notice of Garnishment and Interrogatories for service. Sends garnishment by certified mail when necessary.
- Maintains a file of active garnishments and fields questions regarding the action. Monitors expiration periods, returns funds to the clerk or appropriate party, and completes the return of service. Bills appropriate parties when necessary.
- Processes No Contact orders and prepares them for immediate service. Provides additional information to deputies and MUSCOM as necessary.
- Processes committal paperwork and prepares them for immediate service. Provides additional information to deputies, correctional staff and MUSCOM. Determines bed space availability at the hospital on every case.
- Processes required paperwork for Sheriff Sales of foreclosed property, sells property at public auction when required, and completes all Sheriff's Deeds. Responsible to timely notification, publication and posting to all necessary entities. Bills appropriate parties when necessary.
- Receives and receipts monies for services and prepaid fees; generates necessary weekly, monthly and yearly reports.
- Prepares and issues invoices for civil-related matters and follow-up invoices for unpaid services.
- Assists the public in completing the State of Iowa permit to purchase or permit to carry firearms. Collects and receipts funds for permits and prepares UCAPPS submission and monthly revenues to the State of Iowa. Communicates with other state agencies as required. Documents all reasons for denial of a permit.
- Communicates with law enforcement agencies nationwide and courts reference the need for incident reports, complaints, affidavits, trial information, minutes of testimony, minutes of evidence, sentencing orders and written guilty pleas if the gun permit applicant has a possible prohibiting offense.

- Performs clerical work such as compiling, filing, sorting, retrieving and maintaining records.
- Provides back-up for bookkeeping, receptionist and records functions.
- Assists with registration of sex offenders by updating system files, photographing individuals and uploading images into the statewide database. Receives and receipts fees for this service.
- Must have excellent communication skills to answer questions from individuals or groups from outside and inside the employing organization relating to all aforementioned tasks. Must have the ability to screen and refer callers correctly.
- Exercises initiative, or as directed, performs additional duties to meet the needs of the organization.

#### **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.

#### **KNOWLEDGE / EDUCATION REQUIRED**

High school diploma or equivalent, two years of general clerical experience and two years of experience working with the public or an equivalent combination of education and experience. Knowledge of an extensive body of rules, procedures or operations requiring extended training and experience to perform a wide variety of interrelated or nonstandard procedural assignments and resolve a wide range of problems.

#### **DECISION MAKING**

The employee uses judgement in interpreting and adapting guidelines such as departmental policies, regulations, precedents and work direction for application to specific cases or problems. The employee analyzes and recommends changes.

#### **COMPLEXITY**

The work includes various duties involving more complex processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. Work requires the ability to concentrate and to work under pressure with interruptions in concentration. Strong organizational and planning skills and attention to spelling details are a must.

#### **SCOPE & EFFECT**

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product of service affects the accuracy, reliability, or acceptability of further processes or services.

#### **SIGNIFICANCE AND PURPOSE OF CONTACTS**

Communication to obtain, clarify, or give facts or information regardless of the nature of those facts. The employee must be skilled in approaching the individual or groups in order to obtain the desired effect, such as gaining compliance with established policies and regulations by persuasion or negotiation, or gaining information by establishing rapport. The contacts are not established on a routine basis, the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact. Contacts are with employees within the department, the public and related or support units.

Requires ability to communicate clearly and effectively, both orally and in writing. Requires ability to establish and maintain effective working relationships with co-workers and the public, deal courteously and diplomatically with the public and be tactful with angry/hostile people.

**PHYSICAL DEMANDS**

The work is sedentary. Typically, the employee may sit comfortably to do the work, such as in an office environment. However, there may be walking, standing, bending, carrying of light items such as papers, books, small parts, etc. May lift approximately up to 10 lbs. occasionally, but not required.

**WORK ENVIRONMENT**

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, residences. Must be able to attend schools of instruction requiring overnight travel.

**SUPERVISION EXERCISED**

Positions at this level have no formally assigned supervisory responsibility. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job but such assignments do not include on-going authority to assign and review work.

**LICENSES AND CERTIFICATIONS**

Valid Driver License and insurable under Muscatine County insurance policy.

Ability to become certified in NCIC and SOR.

**MATERIALS AND EQUIPMENT USED**

Typewriter	Calculator	Computer
Copier	Fax Machine	Time Stamp
Shredder	Multi-line telephone system	Document scanner
Camera	Postage Machine	

*This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.*