

CIVIL PROCESS TECHNICIAN

DEFINITION

To perform a variety of responsible civil process services; to process a variety of criminal processes; to provide bailiff duties in the Superior Court; and to provide technical assistance to the county Sheriff's Civil Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the sworn staff members assigned to the Sheriff's Civil Division.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Process and serve documents involved in civil actions including summons, complaints, claims of plaintiffs and orders; serve declarations and orders of examinations.

Process and serve Notice of Entries of Judgments and civil and criminal subpoenas.

Process Notice to Vacate Rental Premise.

Process writs of execution including the preparation of orders for wage garnishment

Assist in maintaining a trust account for accepting, handling and paying for monies to satisfy writs of execution.

Record, advertise and post Sale of Notices; prepare and record change of ownership notices for sale of real and personal property.

Maintain files and records pertaining to the various responsibilities of the Sheriff's Civil Division.

Serve as Court Bailiff in the Superior Court; maintain order in the courtroom; protect the judge and the public in the courtroom.

Prepare proofs of service; return of service non-found and due diligence; prepare necessary correspondence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Procedures, methods and techniques of civil process service

Principles and practices in legal and administrative procedure.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of record keeping and reporting.

Basic Arithmetic.

Ability to:

Serve in a responsible and effective manner, often under difficult and stressful situations.

Gain cooperation through discussion and persuasion.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Understand and follow oral and written instructions.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

Any work experience that provides knowledge of the civil process and the court system is helpful but not required.

Training:

Equivalent to the completion of twelfth grade.

LICENSE OF CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Possession of, or the ability to obtain, an 832 P.C, Certificate.

Successful completion of a POST approved Civil Process Course

Job Code:	4153810
Bargaining Unit:	30
FLSA Status:	Y
Worker's Compensation Code:	7720
Pay Table	CNTY
Range:	Refer to current "Class Range Sort List"