


**JOB DESCRIPTION**

<p>County of York</p>  <p>Human Resources</p>	<p><b>CIVIL DEPUTY SHERIFF'S OFFICE</b></p> <p><b>Status:</b> Full-Time Position</p> <p><b>FLSA:</b> Non-Exempt</p> <p><b>Salary:</b> Hourly \$23.10</p> <p><b>Union:</b> Non-Union</p> <p><b>Reports to:</b> Civil Process Supervisor</p>
--	--

**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

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 as brought forth.

**SUPERVISION RECEIVED AND EXERCISE**

- Reports to: Civil Process Deputy Supervisor
- Works with: Sheriff's office staff, other law enforcement agencies, county employees, court officials, and the public.

**ESSENTIAL DUTIES**

Under direct supervision a Civil Deputy will:

1. Travel throughout York County in a vehicle provided by the Sheriff's office.
2. Accept and return phone calls required to complete their assigned paperwork and submit all invoiced paperwork to the proper parties.

3. 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.
4. 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.
5. Maintains records of service attempts; coordinates files validating service; prepares data for submission to court jurisdiction and prepares weekly reports documenting total services.
6. Traces and locates witnesses and suspects who have moved or relocated using the old address, telephone number, friends, relatives, or any other available resource.
7. Works with civil clerks in prioritizing papers according to type of paper and court schedules.
8. Ensures proper custody of all civil monies and property received and maintains records of receipts and disbursements.
9. Assists in the levies and seizures of real or personal property.
10. Reviews all work paperwork to ensure its completeness and acceptance within the judicial system.
11. Attend briefings and trainings to exchange information related to the objectives and goals of the office.
12. Consults with courts, attorneys, the District Attorney, county officials and sheriff's office employees regarding procedures followed in serving process.
13. Attend court proceedings or hearings to assist or give testimony.
14. Monitor access and security to the County Courthouse.
15. Liaison with Department Leaders regarding courthouse access and security measures.
16. To be of assistance to the Sheriff's Office in the event of a disaster or other emergency.
17. Performs other duties of a similar or related level as necessary or assigned.

<b>MINIMUM QUALIFICATIONS</b>
-------------------------------

**Knowledge of:**

Knowledge of human relations/behavior when confronting victims, witnesses, suspects and/or the public during performance of duties.

**Ability to:**

- Qualify with department approved weapons (for those MCJA certified).
- Apply knowledge of criminal and civil processes when exercising personal an independent judgment in the performance of duties.
- Operate equipment including, but not limited to chemical munitions, computer equipment, photocopier, radio system, CPR mask and first-aid equipment, rescue equipment.
- Utilize effective oral, written and listening communication skills.
- Organize job responsibilities to meet shifting priorities.
- Maintain certifications as required by assignment.
- Safely operate emergency vehicles and approved weapon (for those MCJA certified).

- Coordinate efforts and cooperate with other agencies/jurisdictions.
- 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.
- Attend relevant workshops/seminars/training to enhance performance as assigned, required by state law or upon approved self-referral.
- 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 a desirable form of training.

**EXPERIENCE AND CERTIFICATIONS**

**Experience:**

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

**License or Certificate:**

- Must possess a valid Maine drivers' license and satisfactory driving record (Verified).
- 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 preferred.

**NECESSARY SPECIAL REQUIREMENT**

- Must be 18 years of age or older.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof us U.S. citizenship or legal right to work in the United States.

**PHYSICAL REQUIREMENTS**

**Environmental Conditions:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee is required to work in outside weather conditions and may be exposed to extreme cold and extreme heat. During working hours, the employee may encounter a member of the public, an inmate, or an 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.

**Physical Conditions:** The physical demands described here are representative of those that must

be met by an employee to successfully perform the essential function of this job.

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.

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

<b>Submittal Instructions</b>
-------------------------------

This is an anticipated opening for January 2025. All internal and external candidates should apply directly to Human Resources.

All interested candidates must submit a York County application and/or resume, to Human Resources. This position will remain open until filled. Review of applications will be ongoing.

York County applications can be located and downloaded from  
**[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)**

Applications/resumes can be dropped off or mailed to:

**York County Government**  
**Attention: Human Resource Department**  
**45 Kennebunk Road**  
**Alfred, ME 04002**  
**Physical Address: 149 Jordan Springs Road, Alfred, ME 04002**

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state, or local law.