

**Boundary County**

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date

amended

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POSTING DATE-COUNTY: 09/14/26

POSTING DATE-PUBLIC: 09/14/26

CLOSING DATE: 10/01/26

NOTICE OF POSITION VACANCYJOB TITLE: CIVIL DEPUTY SPECIALISTDEPARTMENT: SheriffJOB CODE # SH16GRADE 12

Immediate Supervisor

Staff Sergeant

Overall Supervisor

Sheriff

POSITION TYPE: FULLTIMESTARTING WAGE: 21.98**JOB SUMMARY**

Under limited supervision of the Chief Deputy, a Civil Deputy Specialist performs a wide variety of detailed and defined duties relating to the legal process and service of court documents according to Idaho law, including Writs of Executions (attachment of wages, bank accounts, personal property, real property, evictions, etc.) Warrants of Dstraint, Protection Orders, Child Sheltering Orders, Civil Process, etc. Civil Deputy Specialists must be organized, practical and diligent with time management as each court document received has its own timeline/deadline for preparing, processing, serving, maintaining, and returning.

POSITION FUNCTIONS

the following duties are representative of the general functions of the position.

They are not intended to represent the entire functional capacity of the position).

This position performs all duties of the required skills level and responsibility as listed.

1. Sworn in by Sheriff as a Special Deputy to perform duties as prescribed by Idaho Code. These duties include serving lobby subpoenas, writs and conducting Real Property Sales in the Sheriff's Office
2. All training is performed by current staff in the Civil Section.
3. Must be able to read, interpret, & process legal documents received from Idaho court & courts or agencies from other states.
4. Provides assistance to the general and professional public regarding various specific issues related to legal civil process
5. Processes, tracks, returns, and e-files (if required) all Civil Process and Enforcement Process paperwork received. Works closely with Commissioned Deputies. Conveys information regarding direction, urgency, cancellation, etc. of court documents.
6. Serves inmates at the jail and may be subjected to offensive words, actions, or biohazards.
7. Must have accounting knowledge of both accounts payable and accounts receivable
8. Must have the ability to perform the duties associated with the Civil Trust bank account. Including but not limited to, disbursing checks, deposits, reconciling accounts each month & remitting the Sheriff's fees collected, to the Auditor's office
9. Read, interpret, & follow all procedures per Idaho Code, Id. Rules of Civil Procedure, Id. Sheriff's Civil Manual & the Sheriff's Office.
10. Reading and interpreting legal documents, provided by attorneys, prior to processing. Checking for accuracy and legal content, before requesting the Sheriff sign a Certificate of Sale or Sheriff's Deed, to alleviate the liability of the Sheriff. Creating a Certificate of Sale for personal property sales to be signed by the Sheriff.
11. Uses & reads local, regional, & state maps to determine county &/or state boundaries relating to real property executions. Use GIS, to determine city & county boundaries for various civil processes such as Domestic Violence protection orders.
12. Researches & implements new and amended legislation directly affecting the mission and procedures of the Civil Section.
13. Ability to maintain self-control & professionalism when dealing with belligerent &/or highly emotional defendants, plaintiffs, or employers when they call, come into the office, or are being served. Responds unaided to the general & professional public's inquiries by replying to vaguely defined questions, receiving & resolving complaints, & explaining

services, policies, procedures & schedules.

14. Have the ability to make professional phone calls and/or send emails to employers, banks, and defendants regarding debt collection for executions and Warrants of Dstraint.

15. Enters data in all software programs and multiple live computer programs used by the Sheriff's office on a daily basis. Audits and verifies information entered into the database.

16. Performs effectively and efficiently in stressful or emergency situations. Good communication skills and professionalism are necessary when serving documents, working with the public or other professional offices, and while providing customer service in person, via email or over the phone.

17. Capable of working with and coordinating with multiple departments or agencies within Boundary County and outside the county or state, including: Court offices, Prosecutor's office, Public Defender's office, Auditor's office, Treasurer's office, Bailiff's office, County Assistance office, BOCC, Idaho State Industrial

18. Seeks guidance from the Sheriff's Office Civil Attorney for any questions, problems, obstacles relating to procedure legalities that arise, due to the high level of liability bestowed upon the Civil Section.

19. Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor & departmental employees, other County employees, Elected Officials, & the public. Ability to use tact, discretion, & courtesy in interdepartmental, external agency, & public contacts, & to properly handle highly sensitive & confidential information in a professional manner.

20. **Evidence Custodian**-The civil deputy functions as evidence custodian for the agency.

This requires intake of all evidence submitted by deputies after being seized in the field. Such evidence is logged in by the handling road deputy/detective, entered into the agency computer systems, and physically stored in evidence lockers.

The civil deputy transfers the evidence to a secure evidence vault and processes a record of the evidence transfer (chain-of-custody) into the agency computer systems as well as generating a hard-copy file. Evidence is stored depending on type or may be immediately processed out for testing to any one of several state labs or labs elsewhere in the country.

Items processed by the Evidence Custodian also include all found property as well as property kept for safekeeping.

The evidence custodian is responsible for making sure the chain of custody is maintained on evidentiary items, that evidence is processed and stored safely and correctly, and that all materials in evidence are eventually: (1) returned to the proper party, (2) converted for agency use, (3) destroyed, or (4) stored for set periods or indefinitely.

21. **Records Custodian**-As records custodian for the sheriff's office, the civil deputy handles multiple records requests daily.

By policy, regardless of the source, all requests must be in writing and handled only by the civil deputy as records custodian.

Although the records custodian must be completely conversant with the requirements of Idaho's Public Records Act, problematic issues as to whether certain records are exempt from disclosure or should be released, in whole or in part, are reviewed by civil counsel for the sheriff's office. By law, responses to a records request must be provided within ten (10) business days of receipt (with some exceptions). Records request responses, whether they result in the release of records or not, are drafted by the records custodian. Records include written, computerized, digital, audio, video (body cam / building or jail security) all of which must be reviewed for redactions as mandated by Idaho Code or agency policy.

22. **Abandoned / Towed Vehicles**

The civil deputy is responsible for the processing of all abandoned/towed vehicles, and at times vehicles impounded as stolen or as evidence. State law sets specific requirements and time limits for the processing of towed vehicles, with the costs associated with the tow & storage of a vehicle to be borne by the sheriff's office if it is established at a hearing that all Idaho Code requirements for tow and storage were not met. The civil deputy reviews all tow paperwork, and prepares all follow-up forms that must be mailed or served upon all interested parties while a vehicle is in storage. The Civil Deputy also does all related vehicle inspections, and processes all certificates of title or other documents associated with disposition of any towed vehicle.

Registered owners of a towed vehicle or any other third party entitled under state law may request a hearing to contest probable cause for an agency directed tow/storage. The civil deputy is responsible for scheduling such hearing, presiding as hearing officer, taking testimony, and issuing a written determination or ruling. If a vehicle is valued in excess of \$750.00 & remains unclaimed for a certain length of time while in storage after towing, the civil deputy is responsible for the auction and sale of said vehicle, including drafting of all follow-up paperwork.

Marginal Duties: Duties as assigned on as needed basis.

MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS, AND ABILITIES - 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: Associate's degree or Applied Associates Degree or Certification from an accredited two-year college or professional/technical school or program suggested. One (1) year work experience suggested: Legal Secretary, Paralegal, Accounting, or related field.

Certificates, Licenses, Registrations: Must possess or have the ability to obtain a valid driver's license, have an acceptable driving record, and be insurable. Become NCIC (National Crime Information Center) certified in order to make restricted inquiries. Capable of being bonded and becoming a Notary Public.

LEVEL OF SUPERVISION – LONG RANGE ADMINISTRATIVE DIRECTION: The employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative and are normally accepted without significant change.

TYPE OF SUPERVISION – GENERAL DIRECTION: The employee receives guidance in terms of broad goals and overall objectives and is responsible for establishing the methods to attain them. The employee is in charge of an area of work and typically formulates policy for this area but does not necessarily have final authority for approving policy.

Language Skills: Ability to read, analyze, interpret, and apply procedures and information from legal documents and manuals, and legal manuals in a specialized field, financial reports, and policy and procedure manuals. Excellent oral and written skills. Ability to effectively present information to attorneys, occasionally judges, courts and other agencies. Ability to provide accurate procedural and legal information to the public. Ability to read, write, hear, and speak in English.

Mathematical Skills: Ability to calculate figures and amounts using fractions, decimals, and percentages, specifically for calculating interest and commission. Competent ability to count money and make change in US Currency.

Reasoning Ability: Ability to solve practical problems requiring reasoning to deal with a variety of concrete variables in situations where only limited standardization exist. Ability to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and respond to problems or challenges. Ability to adapt or modify existing systems, procedures, or methods to new situations. Ability to find alternative solutions by weighing alternatives & developing action plans. Ability to prioritize work & research information to complete work independently. Ability to multi-task duties. Interruptions are expected and frequent.

Technology and Equipment Skills: Proficient ability to use personal computer systems and associated peripherals, Microsoft Windows 2016 or higher, Microsoft Office 2016 or higher, databases specific to the Sheriff's Office and/or the County, and the ability to learn other software programs used for service of legal documents and the accounting of funds received and disbursed. Also competent with the secure and legal use of the internet, electronic e-mail and basic communications devices including mobile phones. Ability to use office phones, copy machines, printer, scanners, calculator, & general office equipment.

Other Qualifications: Must successfully pass the County's pre-employment and subsequent random drug testing and stringent Sheriff's Department background and selection process to include: Oral Board and Polygraph Examination.

TYPICALLY WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

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. 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 is regularly required to use hands to keyboard, handle, or manipulate tools used in performing the job.

The employee is frequently required to stand; sit and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift, move, carry, or manipulate up to 10 pounds and occasionally lift and/or move up to 50 pounds with or without assistance or with or without the use of devices and/or equipment. While performing the duties of this job, the employee may be exposed to fumes or airborne particles; or exposed to toxic or caustic chemicals; regularly exposed to germs, bacteria and virus through contact with the public at the office and within the confines of the Public Safety Building. Working conditions include being subject to exposure to potentially difficult or violent persons. Noise level in the work environment is usually moderate.

TYPICAL WORK HOURS

weekdays or as needed

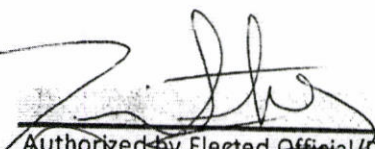
DISCLAIMER

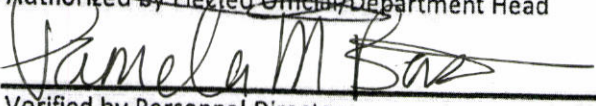
To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submit application to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22

All applications must be submitted on a Boundary County application form.

Filing of position authorized by Boundary County Commissioners

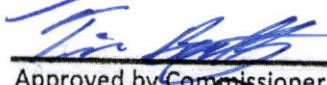

Authorized by Elected Official/Department Head


Verified by Personnel Director

Date

09/14/2024


Approved by Commissioner Chair


Approved by Commissioner


Approved by Commissioner

Equal Employment Opportunity Statement: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.