



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Civil Officer DATE OPENED: 11-03-2017

DEPARTMENT: Sheriff's Office CLOSING DATE: 11-16-2017

If you have any questions about this position vacancy, call: (406) 758 - 5592

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: AFSCME - Non-Sworn

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 16.88 per Hour

SALARY AT:

1 YEAR STEP: \$ 17.62 per Hour

3 YEAR STEP: \$ 18.60 per Hour

5 YEAR STEP: \$ 19.82 per Hour

TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Civil Officer	Job Code:	14560
Department:	Sheriff's Office	Pay Grade:	Sheriff 2
Reports to:	Undersheriff	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and conducting criminal investigations. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment.

Job Summary: This position serves various civil papers, writs of execution, and writs of possession, seizes vehicles and/or property as directed, takes daily deposit to the bank, and performs other duties as assigned. This position does not perform Peace Officer duties.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Locate and serve individuals civil papers and log all attempts/actions on jacket. When needed, locate additional locations for service of papers. Sign all returns and return paperwork to civil clerk.
- Serve writs of execution demands to bank and/or employer, obtain signatures of receipt, document the attempts/actions, mail notice of exemptions, and return paperwork to civil clerk.
- Seize vehicles and/or property as directed, serve demand on defendant if present, or leave demand if defendant is not present. Document all actions taken.
- Accompany landlord or landlord representative during evictions, serve tenants writ of possession allowing approximately 30 minutes to pack, maintain presence on property until property is secured. If tenant is not present, post the eviction notice on the property with writ of possession attached. Do a complete walk-through of the premises to make sure it is vacant. Contact the animal warden if any pets are present.
- Take the daily deposit to the bank, verify bank slip with deposit slip and return bank bag and deposit slip to the civil clerk.
- Conduct or assist in sale of attached property and collect fees due the County in accordance with the law and department procedures.

Non-Essential Functions:

Incumbents may be required to perform functions relevant to the position but not listed above, such as filling in for other positions, answering phones, and assisting persons at the front counter.

Physical Demands and Working Conditions:

- Frequent walking, standing, sitting, bending, stooping, twisting of waist, and side-to-side turning of neck.
- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Must give verbal commands in a loud, clear, understandable voice, and have excellent vision and hearing.
- Must occasionally lift and/or move up to 25 pounds.
- Work occurs in both an office environment and outside in varying temperatures.
- Exposure to criminals and danger.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

- Basic understanding of office procedures and ability to understand and follow directions.
- Knowledgeable with all types of civil service; understand law ordinances, rules and regulations.
- Observe and remember details; maintain accurate documentation and record keeping.
- Communicate effectively orally and in writing.
- Be flexible in work duties and assist where needed.
- Establish and maintain effective working relationships with management, employees, and the public.
- Ability to deal with the public in a tactful, pleasant, courteous and diplomatic manner and to maintain the confidentiality of information.
- Ability to analyze situations quickly and objectively, recognize actual and potential danger, and determine proper course of action, cope with stress situations firmly, tactfully, and with respect to individual rights.
- Ability to multi-task while working with little or no supervision.
- Ability to qualify with a handgun with a minimum score of 85%.
- Requires a safe driving record and the ability to drive in various weather and road conditions.
- Must be familiar with the Flathead County area.

Education and Experience:

The job requires education and experience equivalent to graduation from high school or a GED certificate, plus 2 years of work experience in a similar field. The job also requires a valid Montana driver's license and a good driving record.

Action	Date	Reference
Adopted	06/26/08	Commissioners' Minutes
Revised	12/09/08	Commissioners' Minutes
Revised	10/25/17	Commissioners' Minutes