

**PENOBSCOT COUNTY SHERIFF'S OFFICE**  
*JOB DESCRIPTION*

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**TITLE: Civil Process Coordinator**

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**DATE: March 19, 2013**

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**APPROVED BY: Sheriff Glenn Ross**

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**REPLACES:**

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**DATED: June 11, 2012**

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**I. IDENTIFICATION**

Job Title: Civil Process Coordinator

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Chief Deputy

Supervises: Civil Process Server

**II. JOB SUMMARY:**

This is a supervisory position, monitoring and overseeing both part-time and full-time Civil Process Deputies. The Civil Process Sergeant must meet hiring standards necessary to be commissioned as a deputy sheriff. This position is responsible for the service of civil process documents as issued by attorneys, the various courts as well as Pro-Se paperwork for individual citizens from all over the country to persons residing or working in the Penobscot County. Strict confidentiality is a must. Providing legal advice is not allowed, although providing answers to questions regarding the civil service process is a must. Generally a fee and mileage are charged and are forwarded to the Penobscot County Sheriff's Office and not retained by the full-time Civil Process Sergeant. The Sergeant receives compensation through salary and benefits as a full-time employee. The position is a 40 hour work week with non-standard hours. Work includes assignment of paperwork to the part-time and other full-time deputies based on their area assignments. Determining current addresses and risk factors of those to be served through the use of the Penobscot County Regional Computer System and the service of the civil process to those individuals. Work requires strength in public relations by establishing a rapport with the public and maintaining a high standard of professionalism. Work is performed without immediate supervision.

### **III. CORE ELEMENTS OF THE JOB**

#### **A. Essential Job Functions\*\***

1. Knowledge of the laws, rules and regulations applicable to the service of civil process.
2. Knowledge of Sheriff's Office policies and procedures.
3. Knowledge of civil process document types and the related rules for proper service.
4. Possess knowledge of procedures for conducting Civil Orders of Arrest, Sheriff's Sales, Evictions and other various civil process actions.
5. Must be able to demonstrate proficiency and efficiency in the following areas:
  - a. Ability to work irregular hours without immediate supervision.
  - b. Ability to operate a motor vehicle under normal conditions.
  - c. Ability to control distraught or aggressive persons.
  - d. Ability to communicate effectively.
  - e. Ability to write concise reports or affidavits as required under certain circumstances.
  - f. Ability to use and maintain equipment of the Penobscot County Sheriff's Office.
  - g. Ability to quickly assess available facts and make sound decisions.
  - h. Ability to work without immediate supervision.
  - i. Ability to use mace firearms correctly. Civil deputies are not required to carry firearms but may do so upon joint agreement with the Sheriff. When this option is requested, the employee must fulfill all requirements of training and qualification as set forth in Policy 1.3 (Use of Force) and 1.3.10 (Firearms).
  - j. Ability to walk on uneven terrain, climb stairways, sit and drive, get in and out of vehicles.

#### **B. Other Related Duties / Responsibilities**

1. In addition to the above essential job functions, other required job duties and functions will be expected to be performed by the Civil Process Sergeant. The duties will include but are not limited to the following:
  - a. Issuance of civil process in a zone or county wide as determined by the Sheriff.
  - b. Respond to requests for service as received through mail, police radio, pager or telephone.
  - c. Completes return of documents served.

- d. Assists emergency needs of public until public safety units arrive, i.e. Traffic accidents, sickness, dangers to persons or property, etc.

#### **IV. SPECIFICATIONS / QUALIFICATIONS**

##### **A. Education / Training (Minimum Required and Preferred)**

1. High school graduate or equivalent.
2. Previous experience in law enforcement preferred.
3. Pre-service Law Enforcement Training required.

##### **B. Job Related Experience (Minimum Required and Preferred)**

1. Previous experience in document service required.

##### **C. Special Skills**

1. Must have basic computer skills and knowledge.
2. Must be able to prioritize and perform tasks efficiently while under stress.
3. Must be able to deal effectively with aggressive, distraught, emotional, unpredictable and deviant behavior.

##### **D. Special Job Requirements:**

1. Must be able to demonstrate leadership abilities.
2. Must have a valid motor vehicle license.
3. Minimum 21 years of age.
4. Must pass functional job descriptions, full criminal and motor vehicle background check. Polygraph not required for this position.
5. Must initially be medically cleared "fit tested" to wear respirator (N95 type) and then evaluated annually thereafter.

##### **E. Cognitive Requirements**

1. Must have ability to pass department pre-employment physical as per functional job description.
2. Must be able to read, write and comprehend the English language.
3. Ability to comprehend the Penobscot County Sheriff's Office Policies and Standard Operating Procedures.

##### **F. Work Environment**

1. Subject to change daily due to broad scale of duties.

#### **V. NON-ESSENTIAL FUNCTIONS (PREFERRED)**

\*\*External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.