



CLASS SPECIFICATION

Class Code: 16326
Date Est: 09/2007
Last Rev: 10/2013
Last Title Chg: 10/2013
FLSA: non-exempt
Probation: 12 months

CIVIL SUPERVISOR

DEFINITION

Under general supervision, supervises the Investigative Assistants and support staff assigned to the Sheriff's Office Civil Section; oversees the responsibility for processing and serving civil legal documents including subpoenas, writs, summons, orders to appear and notices of forfeiture to witnesses, victims and defendants in civil matters; supervises staff in the receipt, maintenance and processing of legal or vital records and documents in the Civil Section in the Administrative Section of the Sheriff's Office; ensures compliance with all federal and State laws, statutes and ordinances; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Four years of progressively responsible experience in service of civil process, public safety or interpreting legal documents, statutes, regulations and/or legal opinions; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over paraprofessional and support staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee the daily operation of the Civil Section in the Administration Department of the Sheriff's Office in the receiving, maintenance and processing of legal documents which includes: TPO's, divorce papers, subpoenas, garnishments, etc.; develop, implement and revise policies and procedures to optimize efficiency of the section as needed; develop, recommend and implement changes in office policies and procedures as necessary, for example, to incorporate applicable changes in laws and regulations, or to improve the efficiency of the operations.

Supervise assigned staff, determine work performance standards, training needs, conduct performance evaluations, provide direction to staff, conduct employment interviews, and handle disciplinary problems; organize work schedules for all assigned staff according to priority of requests for service and availability of resources.

Respond to inquiries from the public, Sheriff's Office staff, Courts and other law enforcement agencies regarding laws pertaining to the serving of legal documents; interpret and explain laws, statutes and departmental policies and procedures and legal requirements for submission, maintenance and processing of legal documents; research laws and statutes to answer inquiries and resolve problems.

Coordinate operations with other departments/sections in the Sheriff's Office, Courts, local and out of state agencies, the District Attorney's Office and other law enforcement agencies.

Serve subpoenas and other legal documents including writs, summons, orders to appear, notices of forfeiture and related items to witnesses, victims and defendants in civil matters.

Ensure implementation and adherence to all Federal, State and County laws, statutes, ordinances and policies and procedures related to service of civil process and pertaining to the timely processing and serving of legal documents.

Collect and maintain statistical data and prepare reports for agency command staff and County Commissioners detailing section activities; submit periodic reports to appropriate persons; retrieve and maintain current data on the computer system; enter deposits into the enterprise system; may collect monies and process deposits.

Provide guidance and direction to staff such as Deputies and Investigative Assistants regarding service of documents; explain and direct staff on how legal documents are processed and served.

Evaluate, analyze, and brief command staff on the impact and ramifications of proposed changes in legislation, both federal and State, in order to recommend Agency response and develop policies and procedures accordingly with the change.

Assist in the preparation of assigned section budget to include recommending changes in staffing, equipment, and supplies.

Oversee the permanent or temporary retention, disposition, and disposal of stored records/documents, according to established procedures or applicable Nevada Revised Statutes.

Serve as primary resource for information and interpretation of policies, procedures, and functions of programs supervised.

Resolve issues and complaints from customers regarding service received by investigating the facts and circumstances of the complaint and taking appropriate action.

Ensure that assigned persons perform assignments in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, training and performance evaluation.

Legal documents processed within the specialized section.

Principles and techniques used in dealing with the public.

Terminology and acronyms commonly used in the specialized clerical section.

Office practices and procedures.

English usage, spelling, vocabulary, grammar, and punctuation.

Nevada Revised Statutes and other rules, regulations and legal opinions that apply to the function and scope of authority within the specialized section to include knowledge of NCIC/CJIS.

Principles and practices of service of civil process.

Principles and procedures of record keeping and reporting.

Court process, including testimony procedures, evidence, evidence retrieval, and appearance schedules of witnesses.

Operating characteristics of the departmental computer information system, including procedures used in the retrieval and update of data.

Occupational hazards and standard safety precautions.

Skill in:

Operating modern office equipment, including computer equipment.

Typing and entering data at a speed necessary for successful job performance.

Operating a motor vehicle safely.

Ability to:

Supervise, train, assign work and evaluate staff.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Perform mathematical calculations.

Prepare and maintain records and write comprehensive reports.

Assist in budget preparation and monitoring.

Respond to requests and inquiries from the public and county personnel related to policies and procedures.

Obtain information through interviews and evaluate its relevance to objectives.

Research and locate people to be served using public records, internet, and agency contacts.

Complete and maintain accurate, complete records and write clear, concise reports.

Maintain confidentiality of data and information.

Plan and organize work to meet schedules and deadlines. Read and comprehend a street and/or area map.

Communicate effectively, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

Candidates must complete and pass a background investigation and be willing to submit a set of fingerprints.

Candidates for Sheriff's Office must pass a Computerized Voice Stress Analysis (CVSA) examination.

Must be 21 years of age.

Ability to sit, stand, walk, run, kneel, crouch, squat, twist, climb, lift 40 lbs., and travel to different sites and locations. Ability to tolerate exposure to cold, heat, noise, and the outdoors.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.