



CIVIL OFFICER

DEFINITION: At the direction of the Sheriff, responsible for Civil Process and Procedures including but not limited to real estate, personal property sales, levies, and auctions. Additionally, may be required to assist in background investigations and fingerprinting of public as needed.

ESSENTIAL JOB FUNCTIONS: Administration of process of civil documents; directs Sheriff's sales of real and personal property; conducts auctions, evictions, till taps, bank levies, personally serves civil documents; maintains accounting records of civil fees and trust accounts; disburses civil fund collections; keeps current with changes in civil laws; drives alone to remote locations within Inyo County; maintains strict confidentiality and control of sensitive items and information; answers telephones and provides counter services; keeps work areas, equipment, and vehicles in a clean and orderly condition; must occasionally deal with difficult people and adversarial situations in an effective manner; travels up to two (2) weeks for training, seminars, or other job-related assignments; other duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience: Must possess a high school diploma or equivalent, with a minimum of two (2) years in related work, including a minimum of one (1) year experience in processing and administration of civil documents for service and returns; levies, real and personal property sales and auctions.

Knowledge of: Special terminology, practices, and procedures, laws, and regulations relevant to Civil Division; basic computer technology; modern office methods, forms, and equipment; fundamentals of governmental accounting.

Ability to: Perform work involving use of independent judgment and requiring accuracy and speed; learn, interpret, and apply pertinent subject matter, procedures, precedents, and policies; use good judgment in choosing among available alternatives in recognizing scope of authority, in seeking assistance, and in making referrals; spell correctly and use proper English grammar; establish and maintain cooperative working relationships; ability to interpret civil, penal, and other codes; knowledge of civil procedures.

Special requirements: Must possess or obtain by appointment date a valid unrestricted operator's license issued by the California State Department of Motor Vehicles.