



## YUMA COUNTY RECRUITMENT ANNOUNCEMENT

***This recruitment is to establish an eligibility list.***

**Position:** Civil Process Specialist  
**Department:** Sheriff's Office  
**Classification:** Non-Exempt, Eligible for overtime compensation  
**Salary:** \$17.84 - \$22.30/ hr. D.O.Q.  
**Grade:** 5  
**Close Date:** Open until filled

THE COUNTY OF YUMA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY

**NATURE OF WORK:** Under general supervision, performs administrative and legal clerical work of moderate difficulty, in the processing of a wide variety of legal and court documents. This position has department specific responsibilities.

**EXPERIENCE & EDUCATION:** High School Diploma or GED equivalent; plus coursework in administrative/office procedures, AND three (3) years of administrative/office work experience; OR an equivalent combination of education and experience.

Must obtain level "A" ACJIS Network Terminal Operator and Arizona Process Server Certification within six (6) months of hire. Preferred typing/keying skills of at least 55 WPM.

**ADDITIONAL REQUIREMENTS:** Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period. May be required to successfully complete a background check, polygraph, and drug test prior to appointment.

The above information is intended to describe the general nature of this position and **is not** to be considered a complete statement of duties, responsibilities and requirements.

**\*\*NOTE\*\***

Reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any stage of the recruitment process. Requests for accommodation must be made through the Yuma County Human Resources Department in advance of the event, or as soon as practical, so that necessary arrangements can be made (928) 373-1013 OR TDD (928) 373-1013.

**Apply:**

**Yuma County Human Resources - 198 S. Main St., Yuma, AZ 85364**

**Phone: (928) 373-1013 Fax (928) 373-1153 Job Line (928) 373-6090**

**Website: [www.yumacountyaz.gov](http://www.yumacountyaz.gov)**

**See Reverse Side For More Information**

## Civil Process Specialist

**EXAMPLES OF WORK:** *(Illustrative Only)* Receives, reviews, and verifies time sensitive court and legal documents (e.g. dissolution of marriage, child custody, personal safety, and financial matters) from attorneys, courts, government websites and the public for accuracy, completeness and conformity with legal requirements for processing; prepares, processes and tracks intake sheets for contact purposes; provides law enforcement officers with procedural and case information in order to serve appropriate documents; prepares legal affidavits of service with accuracy and completeness to be distributed to the originating courts and plaintiffs; researches plaintiffs and defendants in the Law Enforcement Records Management System (LERMS) Civil module; verifies descriptors of person to be served legal documents; enters and maintains documents to existing profiles; creates profiles in LERMS with accuracy and completeness; updates profiles with service attempts; communicates with court officials, law enforcement officers, complainants, or their representatives, and the public regarding questions concerning claims and civil judgements; assists customers over the phone and in person, and routes customers to the appropriate department; determines, collects and processes credit card, check, and cash payments for service of legal documents for the public, attorneys and other law enforcement agencies, fingerprinting services, and execution of writs; calculates totals and compares with records and receipt totals in order to verify, balance and reconcile totals; rolls legible and clear fingerprint impressions for the public seeking various clearances; cleans and disinfects fingerprint equipment after each applicant; maintains absolute confidentiality of work-related issues, cases, and Sheriff's Office information; requests weekly supplies list from administration bureau; receives and verifies orders before distribution; receives and verifies delinquent tax payments over the phone; collects credit card information in order to post tax credit into the Eagle Web Assessor Data County website; maintains reference materials, record systems, status logs, and workload statistics; assists in collecting statistical data and compiling data for reports; regular and reliable attendance; performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** County policies and procedures; Sheriff's Office policies and procedures; Federal, state, and local regulations regarding legal and court documents; business English, spelling, grammar and punctuation required to produce and proofread written documents; principles of civil process; statutes and legal terminology in order to complete assignments; customer service procedures and techniques; modern office practices, procedures, and equipment; office computer hardware and software applications.

**Skills in:** maintaining appropriate security and confidentiality of all materials, intellectual property, and other information encountered or created in performance of assigned duties; determining essential information needed from courts, law enforcement officers, attorneys, and the public in order to generate documentation to fulfill civil processes; retrieving and verifying information from computerized records; effectively dealing with public inquiries; making arithmetic computations with speed and accuracy; operating a credit card machine and cash register; operating modern office equipment, computerized technology and job-related software applications.

**Ability to:** understand legal documents related to writs, child custody, injunctions, and other court documents; learn the Law Enforcement Records Management System suite of applications; learn automated criminal information systems and appropriate codes (e.g. NCIC, ACCH, etc.); identify, convert, condense and prepare source materials for entry into secure databases; perform multiple projects simultaneously and exercise good judgement in prioritizing work assignments; establish and maintain effective working relationships with employees, supervisors, attorneys, other agencies, and the public; file documents in alphabetical or chronological order; follow written and verbal instructions; communicate effectively and in writing; perform the essential functions of the position with or without a reasonable amount of accommodation.

## Civil Process Specialist

### Work Environment/Physical Demands:

- Work is performed in an office setting.
- Sit for long periods of time.
- May occasionally lift, carry, push, and/or pull objects up to 40 pounds.
- May be required to bend, stretch, stoop, reach, crawl, and climb stairs in order to access or file records.
- Visual and muscular dexterity to operate: computer, office equipment and a telephone.

EOE/AA/ADA/M/F/V/D  
DRUG FREE WORKPLACE

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