

# LINN COUNTY CLASSIFICATION

**TITLE: CAPTAIN - CIVIL DIVISION**

**NUMBER: 698e**

**PAY RANGE: 22 (SO)**

**CATEGORY: MANAGEMENT/EXEMPT (SO)**  
**2005**

**APPROVAL ORDER**

**NUMBER: 2005-341**

**DATE: June 28,**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs highly responsible supervisory and administrative work in the management of the Sheriff's Civil Division, including planning, organizing, staffing, directing and training.

SUPERVISION RECEIVED: Works under the direction of the Undersheriff and Sheriff who define responsibilities and policies. Work is reviewed regularly for adherence to proper procedures and for effectiveness. Independent judgement is exercised with respect to methods and procedures.

SUPERVISION EXERCISED: Exercises supervision over the Civil Division. Has the authority to formulate and carry out management decisions and represents management interests by taking or effectively recommending discretionary actions that control or implement office policy. Employee in this classification has discretion in the performance of these management responsibilities beyond the routine discharge of duties. May act as the office mediator between bargaining unit and management to reconcile labor disputes. Assigns work, provides advice and counsel, interprets policies, and regularly evaluates work for completeness.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan, organize, coordinate and assign work for Division personnel.
2. Supervise the development and management of records systems and preparation of activity reports pertaining to the Civil Division.
3. Confer and coordinate with judges, attorneys and plaintiffs in the preparation and documentation of personal and real property sales.
4. Supervise subordinate personnel in the levy, notice, execution, certificate and deed process of personal and real property sales.
5. Study and research new and existing laws and regulations affecting civil process, abandoned autos and concealed handgun licensing and assure that Sheriff's Office personnel are apprised of any new developments and procedures.
6. Responsible for complete and accurate accounting of revenue received and disbursed.
7. Confer with citizens concerning legal procedures, complaints, problems and requests pertaining to civil process and direct subordinate personnel to take appropriate action.

8. Participate in the selection of personnel; resolve problems and make recommendations for solutions; prepare and review employee performance reports; recommend discipline as necessary.
9. Assist in the preparation of the Sheriff's Office annual budget and make budget recommendations for the division.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the powers, jurisdiction and responsibilities of the Sheriff's Office Civil Division. Thorough knowledge of and the ability to interpret applicable Federal, State and Local Laws, particularly those pertaining to civil process. Thorough knowledge of the procedures, practices and methods involved in the service and execution of civil process. Thorough knowledge of the use of law enforcement equipment, including firearms, vehicles and radios. Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to law enforcement and civil process.

Skill in the efficient and safe use of firearms and motor vehicles.

Ability to exercise leadership in the assignment, supervision and evaluation of subordinate personnel. Ability to interpret laws, regulations and procedures, and recommend appropriate action. Ability to provide effective training in the service and execution of civil process. Ability to recognize, investigate and analyze various administrative and operational problems and recommend appropriate action. Ability to maintain necessary records and prepare reports and correspondence. Ability to deal with the public and to maintain good public relations. Ability to establish and maintain effective working relationships with the courts, attorneys, staff and representatives of other law enforcement agencies.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Six years of progressively responsible experience in the processing and serving of civil process, including supervisory or office management experience. Graduation from a two-year college or university with major course work in law enforcement or business administration, supplemented by course work offered through civil process workshops and schools. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

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NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21

years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced Certificate at the time of appointment. Possession of a Supervisory Certificate within one year and possession of a Management Certificate within two years of appointment. Must pass a general physical examination as required by the Department of Public Safety Standards and Training and a comprehensive psychological examination. Must possess and maintain a valid First Aid and CPR card.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.), talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.