



HUMAN RESOURCES



Email: acsojobs@adacounty.id.gov

Fax: 208-577-3559

www.adasheriff.org

Ada County Sheriff's Office

7200 Barrister Drive

Boise, Idaho 83704

CIVIL RECORDS TECHNICIAN

HIRING WAGE: \$15.00 – \$17.50/HOUR

STATUS: Full Time with Benefits

CLOSING DATE: OPEN UNTIL FILLED

APPLICATION MATERIALS: Apply online at www.adasheriff.org/careers

GENERAL SUMMARY

Performs clerical functions related to the Sheriff's Office, Civil Division. Receives documents resulting from court decisions; reads documents to determine the proper type of service to use; creates a computer record for processing the required actions; performs related duties as required as pursuant to Idaho Code. Provides customer service, both in person and over the phone. Position is located in the Ada County Sheriff's Office, Court Services Bureau, Civil Division.

DISTINGUISHING FEATURES OF THE CLASS

A Law Enforcement Records Tech (Civil) I performs key clerical and customer service functions related to new and existing civil cases which requires a high degree of accuracy, confidentiality, organization, and ability to multi-task. Work is performed under general supervision and according to pre-defined guidelines.

ESSENTIAL FUNCTIONS

- Receives the public and accepts incoming documents which may include garnishments, evictions, summons, orders, subpoenas and other writs;
- Reviews documents received to ensure case is one to be processed in the Civil Division and the record contains information necessary for processing;
- Reads letter of instruction accompanying legal documents to ensure proper processing of the documents;
- Enters cases for one designated area into the computer system, creates case history, assigns a number, and makes distribution of the case to the appropriate officer;
- Keeps case records current during processing;
- Receives and routes any subsequent documents to the correct team members;
- Files documents into a numeric filing system;
- Answers incoming telephone calls to the Civil Division and responds to questions from attorneys and the general public concerning civil procedure and/or transfers calls to the proper individual or division;
- Receives money brought to the Civil Division as payments on writs, taxes, etc.;
- Operates general office equipment, including but not limited to scanner, copier, multi-line phone, etc.;
- Maintains a positive attitude while being willing to learn new concepts and procedures.

ADDITIONAL FUNCTIONS

- Must be able to maintain their SME specializations;
- May perform process service in Civil Office;

- Performs related duties as required.

JOB REQUIREMENTS

- Must possess a high school diploma or equivalent;
- Experience using multiple computer systems and modern office technology;
- Experience in related work providing familiarity with legal procedures, terminology, and knowledge of the court process preferred;
- Knowledge of modern office equipment, practices and procedures;
- Knowledge of English grammar, spelling and punctuation;
- Knowledge of business arithmetic;
- Skill in the operation of a computer terminal;
- Skill in communicating with culturally diverse populations;
- Ability to learn and retain information concerning the law and adapt to changes in the law in order to properly process and serve legal papers;
- Ability to keep complex clerical records;
- Ability to type at least 40 wpm;
- Ability to use 10-key preferred;
- Ability to process legal documents quickly and accurately;
- Ability to handle money accurately and make proper change;
- Ability to communicate verbally and in writing;
- Ability to use appropriate telephone etiquette;
- Ability to maintain confidentiality;
- Ability to deal with the public, some of whom may be irate, in a tactful and courteous manner;
- Ability to work in a team environment;
- Ability to maintain harmonious working relationship with other employees.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- May be required to lift or move up to 20 pounds. Some areas may require the ability to lift greater weights and/or use a variety of handcarts and dollies;
- May be required to sit or stand for extended periods of time;

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

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