

Effective: 7-1-90  
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Class Code: 115  
Range: 561

## **CIVIL DEPUTY**

### **DEFINITION:**

Under supervision as a sworn police officer to serve civil processes and court orders in compliance with applicable federal, state, and local laws and to perform related work as required.

### **ESSENTIAL JOB FUNCTIONS:**

Serves civil papers and court orders in accordance with laws and regulations related to civil process. Walks long distances and up sharp inclines; works alone in remote areas of the county.

Conducts sales of personal and real property to satisfy judgment against debtors.

Seizes property or monies as prescribed by court orders.

Restores premises and property to rightful owners.

Moves and stores property obtained through Forcible Entry and Unlawful Detainer (F.E.D.) actions.

Detains children under court order and in cooperation with the Children's Services Division or the court.

Detains suspected mentally ill persons for commitment for treatment. Effects an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting subjects using maneuvers, chemical agents and weapons and resorts to the use of hands and feet and other approved weapons in self defense.

Maintains accurate records and prepares detailed reports as required.

Operates a law enforcement vehicle during both the day and night in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.

Communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Loads, unloads, aims and fires from a variety of body positions handguns, rifles, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in department standards.

Effectively communicates with people by giving information and directions and advising of rights and processes. Endures verbal and mental abuse when confronted with the hostile views and opinions of people encountered in an antagonistic environment.

Performs rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, standing for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Reads, comprehends, and complies with or enforces legal and non-legal documents, including court orders, warrants of detention, civil processes, department policies and procedures, and the labor agreement.

Uses department equipment and maintains personal issued equipment as needed.

### **POSITION REQUIREMENTS:**

Any combination of education and experience equivalent to a high school diploma and two years of college level training with emphasis in criminology or social sciences.

Position requires knowledge of and ability to apply Oregon Criminal laws and state and local laws relating to civil processes; ability to learn department rules and procedures; ability to listen, evaluate, and analyze facts and draw correct conclusions promptly; ability to understand and follow oral and written instructions; ability to perform simple mathematical calculations; ability to speak and write effectively, to record information clearly and concisely; ability to use initiative and judgment in carrying out responsibilities; ability to maintain clear and accurate records; ability to deal with the public in stressful and non-stressful situations in a calm and professional manner; ability to subdue aggressive individuals; ability to deal with aggressive animals; ability to lift, drag or carry heavy objects; ability to use body force to gain entrance through barriers; ability to establish and maintain effective working relations with other employees, law enforcement agencies and the public.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Must be 21 years old, a United States citizen, and possess a valid Oregon's driver's license within 30 days of employment.

Must possess normal color discrimination, normal binocular coordination, and normal peripheral vision. Must possess uncorrected or corrected visual acuity of 20/20 in both eyes combined. (Applicants with 20/200 or worse uncorrected visual acuity in both eyes must be rejected.)

Must possess unaided or aided hearing with a hearing threshold level (hearing loss) that does not exceed 25 decibels (dB) in either ear at the frequencies of 500 Hz, 100 Hz, and 2000 Hz (or an average in both ears of

25 dB for frequencies 500, 1000, and 2000), 35dB for 3000 Hz, and 45 dB for 4000 Hz.

May not pose a "direct threat" to the health and safety of himself/herself or others.

Shall not have been convicted of a crime designated under the law where the conviction occurred as being punishable as a felony or as a crime for which a maximum term of imprisonment of more than one year may be imposed.

Shall not have been convicted of violating any law of this state or any jurisdiction involving the unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug.

Must pass an entry level employment examination and an in-depth background investigation.

### **CRIMINAL JUSTICE EMPLOYEE CHARACTERISTICS**

Reserved	Intelligent	Emotionally Stable & Mature
Assertive	Practical	Leadership Qualities
Self-Assured	Dependable	Tough Minded & Self-Reliant
Independent	Conservative	Self-sufficient
Controlled	Shrewd	

### **EQUIPMENT UTILIZED (BUT NOT LIMITED TO):**

Aerosol Restraint Spray	Oregon Revised Statutes
Binoculars	Pen/Pencil
Civil Process Manual	Radio
Firearms	Restraining Devices
First Aid Kit	Street maps
Flashlight	Taser
Haz-Mat Protection Gear	Telephone
Impact Weapons	Vehicle