

**POSITION DESCRIPTION
FOR
GRAND FORKS COUNTY, NORTH DAKOTA**

JOB TITLE: Documents Coordinator, Civil Division	JOB CODE: 2119
ORGANIZATIONAL UNIT: Sheriff Department	FLSA STATUS: Non-Exempt
REPORTS TO: Captain	
INCUMBENT: Sherry Burkholder	DATE: March 2003
APPROVED BY:	DATE:

PRIMARY PURPOSE:

Oversee and participate in the processing of legal documents in the civil division; coordinate workflow to ensure that necessary documents and information are provided to the Sheriff and Deputies in order to carry out their duties efficiently and effectively.

ESSENTIAL DUTIES (Fundamental Job Duties):

(The following is a listing of examples of responsibilities of this position and is not intended to be a complete listing.)

Type day sheets for all documents requiring service, and check computer system for warrants and cautions prior to turning over to Deputies for service. Type return of service for court, attorney, or requesting agency after service has been completed.

Type day sheets and index cards on all incoming executions. Calculate interest, commission, and levy. Send notification of action letter to defendants. Type return of service on executions and file with appropriate courts or attorney.

Schedule foreclosure sales with attorney, type day sheet and index cards for foreclosure sales, and maintain in file until time of sale. Type return of service for courts and attorneys after foreclosure sales, file with the courts, and file certificate of sale with Register of Deeds. Process Sheriff's deeds, check for accuracy on property description before sheriff or deputy signs, and notarize and file with appropriate agency.

Compile and maintain records of farm foreclosure sales, with amount of acreage, and sends to Credit Review Board in Bismarck. Destroy record documents when length of time for maintaining file has expired per statutes.

Compile statistics on civil papers in and out. Maintain files of all civil process. Calculate fees on all papers served before turning over to accountant for billing.

Assist attorneys, general public, and other agencies with questions regarding process of service, sales, and executions and other questions or inquiries related to the civil process.

Provide work instruction, on the job training, and assigns and checks work, approves vacation and sick leaves for assigned employees. Assist in the training of Deputies in the civil division. Assist the hiring board.

Answer and route telephone calls to appropriate person, and greet and assist visitors and direct to appropriate person. Take messages for staff and Administrators. Receive, screen and sort incoming mail. Serve civil papers in absence of Deputy. Work closely with Senior Civil Deputy. Notarize documents as needed. Attend training sessions and work related seminars.

Perform other duties as assigned or apparent.

MARGINAL FUCTIONS (Incidental Job Duties):

Operate various office machines including a telephone, desktop computer, teletype, radio dispatch, calculator, and copier.

Process concealed weapons permits, fireworks permits, and write receipts.

Type correspondence, and make phone calls for Sheriff and Deputies.

Assist other departments, agencies, and employees as assigned or directed.

EDUCATION AND EXPERIENCE REQUIRED

Completion of a minimum of a High School diploma and a 2-3 years general office procedures, typing working with public and computer experience required, college coursework in Office Administration preferred, or any combination of equivalent education and experience.

PHYSICAL DEMANDS

Ordinary physical exertion, light physical effort such as sitting, standing or walking while performing work for sustained periods. Some skill, adeptness, and speed in finger-hand-arm coordination such as operating office equipment. Occasional light lifting, 10 to 25 pounds.

DISAGREEABLE CONDITIONS

Ideal working conditions; not normally exposed to unusual environmental work elements.

HAZARDS

Accidents improbable outside of minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. Has some variation in daily assignments or change in work pace and timeliness for end product.

Signature

Supervisor's Signature

Date

Date

Grand Forks County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.