



JOB POSTING

POSITION TITLE: Civil Process Associate
LOCATION: Sheriff's Department
HIRING RANGE: \$22.26 – 24.74/Hr.
STATUS: Full time
HOURS PER WEEK: 37.5
WORK HOURS: 8 am – 4:00 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION**
July 2022

POSITION: Civil Process Associate

DEPARTMENT: Sheriff's Office

PAY SCALE: Hourly

PURPOSE AND SUMMARY:

Provides clerical assistance to the civil process function of the Sheriff's Office and conducts Sheriff Sales for Winnebago County.

ESSENTIAL FUNCTIONS:

1. Ensures that all civil process papers are processed accurately and served in a timely manner. Prioritizes papers for service by adhering to time constraints. Serves civil process papers within the Sheriff's Office building as appropriate. Notifies all other counties when a Temporary Restraining Order (TRO) and/or Injunctions have been served. Coordinates all evictions in accordance with Wisconsin State Statutes.

2. Maintains records of all monies invoiced and collected, and disburses monies accordingly. Generates certificates of service/non-service and creates invoices for all process papers served. Generates monthly reports detailing paper service revenues. Enters all TRO's/Injunctions in the TIME system and updates as needed. Greets and screens visitors at lobby reception window.
3. Conducts Sheriff sales for Winnebago County. Prepares and screens all deeds and Sheriff's reports of sale regarding foreclosed property for confirmation hearings. Makes sound decisions based on General Orders, Directives, and past practice. Completes assignments independently and without close supervision. Isolates and identifies problems, evaluates alternative courses of action, makes logical decisions, employs good judgement, common sense, and knows when and what type of action is appropriate.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides a professional level of customer service to Agency staff and to external consumers of service.
2. Receives phone calls and assists general public and visitors with their inquiries.
3. Exhibits a good working knowledge of all assigned equipment, to include required technologies and is able to function effectively with it.
4. Prepares reports and completes data entry that are accurate, thorough, neat, organized, and properly maintained for future use.
5. Effectively communicates in writing using proper grammar, spelling, and punctuation.
6. Perform job duties in a safe manner and understands and practices principles of employee safety.
7. Provides back up duties, as needed, to other employees in work area.
8. Ensures that confidentiality is maintained at all times.
9. Performs other duties as assigned by the Corrections Captain or designee.

WORK RELATIONSHIPS:

1. Reports to the Work Release and Records Unit Supervisor.
2. Works closely with Patrol and Detective Divisions.
3. Interacts regularly with Clerk of Courts and Corporation Counsel.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School graduate or its equivalency, required plus related experience preferred.
2. Ability to obtain and maintain TIME system certification.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Sheriff's Office General Orders, Directives, and procedures.
2. Knowledge of office terminology, practices, procedures, and equipment.
3. Knowledge of Microsoft Word, Excel, and/or other record keeping computer programs.
4. Possession of good organizational skills.
5. Ability to file information properly and consistently.
6. Ability to perform data entry on a computer including accurate record entry and retrieval.
7. Ability to work effectively and cordially with the general public and other employees.
8. Ability to meet regular and predictable attendance standards.

PHYSICAL QUALIFICATIONS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to work at a computer for extended periods of time.
4. Ability to use standard equipment found in an office setting.