

## JOB ANNOUNCEMENT

**POSITION: CIVIL PROCESS SPECIALIST**

Posting# 6307-0614jhm

### REQUIRED ATTACHMENTS TO APPLICATION:

- A **typing test score sheet** dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software including the Workforce Services Mavis Beacon program. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma** No Internet printouts (for College credit)
- **Supplemental Questionnaire**

**STARTING SALARY:** Step 22, \$15.13 per hour, \$1,210 bi-weekly \*(plus benefits package)  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** May 28, 2014

**CLOSING DATE:** June 11, 2014

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months*

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

**JOB SUMMARY:** Receives, reviews, and processes legal documents relating to civil process including Sheriff's Sales, Sheriff's Deeds, Writs of Execution, Civil Bench Warrants, Protective Orders, and Stalking Injunctions. Determines and collects fees, balances daily receipts, prepares deposit, and distributes fees. Independently perform Civil Process duties requiring extensive knowledge of Utah Code, Utah Rules of Civil Procedure, and Utah Rules of Juvenile procedure.

**DUTIES INCLUDE:** Answers technical questions and provides detailed information to attorneys and the public relating to correct civil process and procedure. Receives and reviews all civil process documents for compliance with applicable laws and codes including Civil Bench Warrants through private attorneys and state agencies. Oversees Sheriff's Sale process. Prepares related documents including Notice of Foreclosure, Notice of Sale, Notice of Levy, Certificate of Sale, and Sheriff's Deeds on real property. Computes Sheriff's Office fees after sale by referring to judgement amount and state code schedule. Prepares and ensures accuracy of daily, weekly, monthly, and yearly, financial reports. Assists in training and cross-training of new employees, staff, and other organizational personnel.

**EVALUATION AND SELECTION FACTORS INCLUDE:** Knowledge of legal terminology, court systems, and legal procedures; Knowledge of the policies, procedures, and laws relevant to Civil Process; Ability to use a computer, word processor, and other standard office machines; Skill in multiple computer programs and applications including basic spreadsheets; Skill in data entry, proofreading, and basic bookkeeping and accounting; Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to communicate effectively verbally and in writing; Ability to maintain files, records, and reports; Ability to make independent judgements; and Ability to handle multiple tasks concurrently.

**REQUIREMENTS FOR EMPLOYMENT:** High school diploma or equivalent and five (5) years of complex clerical or administrative support work experience of which two (2) years are in a judicial, legal, or law enforcement environment. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSING AND CERTIFICATION:** Incumbent must be bondable; and incumbent must obtain State of Utah Certificate of Authority of Notary Public within first three months in position. Must successfully complete Bureau of Criminal Identification (BCI) training and successfully pass the proficiency test as required for state certification within first six (6) months in position and must maintain certification thereafter.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.



UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER