



## MASON COUNTY CIVIL SERVICE COMMISSION POSITION DESCRIPTION

<b>Title:</b> Support Specialist 3		<b>Department:</b> Sheriff's Office
<b>Affiliation:</b> IWA		<b>Reports to:</b> Division Chief
<b>Salary Range:</b> According to current Collective Bargaining Agreement		<b>Supervises/Directs:</b> None
<b>Risk Class:</b> 5306-07	<b>Job Class:</b> 3012	<b>Exempt:</b> _____ <b>Non Exempt:</b> X

### **GENERAL DESCRIPTIONS**

Performs required services in processing civil papers; maintains appropriate records including applicable book; ensures civil papers are processed in compliance with applicable Federal, State, and local laws and that bookkeeping is maintained in accordance with audit standards.

Work involves a variety of highly technical support services tasks providing timely, reliable, and accurate information. This position possesses the skills, expertise to provide assistance to the division Chief, Support Specialists 1, and 2 staff members.

This classification specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in the position.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all duties listed, nor do the examples include all tasks that may be performed in positions of this class.)

Books in all civil papers from Superior and District Courts, attorneys and other law enforcement agencies, and prepares cover sheets for appropriate distribution.

Ensures returns of all papers, will bills to attorneys, and receipts for monies received.

Makes returns of all papers with appropriate charges to courts.

Maintains appropriate, required files relating to civil papers. Including status and disposition.

Prepares required forms and administers Sheriff's sales of real and personal property, levies and garnishments.

Regular, reliable and punctual attendance.

Perform the physical requirements of the position; work within the established working conditions of the position.

May be required to assist with the duties and responsibilities of the Division Chief to include employee training with the exception of disciplinary matters.

Work is performed independently, but may be reviewed for thoroughness, accuracy, and conformance to established policies and procedures. Incumbents must possess ability to use sound, independent judgment.

### **DISTINGUISHING FEATURES**

This class is distinguished from Support Specialist 1 & 2 due to the higher level of independent judgment and liability. The incumbent must demonstrate proficiency in all areas of Support Specialist 1 & 2.

This class is distinguished from the Support Specialist I and II due to the required knowledge of civil records, public records, and the operation of the Sheriff's Office. The position requires an expertise level of accountability. Stress and deadlines inherent to the position require proficiency and the ability to use independent judgement under general supervision. In addition, the position is relied upon to provide training as directed to maintain compliance and expected standards.

### **WORKING CONDITIONS**

Work is generally performed indoors in an office environment, both in the Sheriff's Office and the corrections facility. Lifting may be required, usually not in excess of 50 pounds. May be required to deliver items and operate county vehicles. Duties may include interaction with individuals who may be hostile or angry.

### **QUALIFICATIONS**

- Must be at least 21 years of age at time of appointment.
- Pursuant to RCW 41.14.100, must be a US citizen or a lawful permanent resident and be able to speak, read, and write the English language.
- Must possess a high school diploma or GED.

#### Knowledge of

- The principles of police services and governing laws relating to civil function.
- Civil functions and laws relating to Sheriff's sales of real and personal property, processing and conduction of sales.
- Departmental missions, goals, policies and procedures, rules and regulations

#### Ability to

- Ability to successfully perform the essential job functions of the position.
- Ability to apply Public Record Disclosure Laws to public records requests.
- Ability to organize and preserve essential records.
- Follow oral and written instructions.
- Prioritize effectively to meet strict deadlines.
- Handle sensitive information with a high degree of confidentiality.
- Deal with difficult and potentially volatile persons in a professional and calm manner.
- Establish and maintain effective working relationships with co-workers, supervisors, Public Officials and the public.
- Keyboard accurately and quickly.
- Communicate effectively both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Set up and maintain a variety of files.
- Sit or stand for long periods of time.
- Multi task at a high level while performing the essential functions of the job.
- Operate standard office machines and equipment.
- Maintain the confidentiality of sensitive and confidential information.
- Physical ability to perform the essential functions of the job.

**EDUCATION AND EXPERIENCE** -- Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities, required to perform the job. A typical way to obtain the knowledge and abilities would be:

Required to have a high school diploma or G.E.D.

A minimum of two years as Support Specialist 2, or its equivalent, PLUS the initiative and ability to show proficiency in:

- a) Perform the duties as a Support Specialist 1 and 2,
- b) Ability to operate departmental software efficiently and accurately, and
- c) Ability to process civil documents in accordance with laws, rules, and regulations appropriately.

**LICENSES, CERTIFICATES AND OTHER REQUIREMENTS**

Required to pass a background investigation, which includes a polygraph exam and behavioral assessments.

If you drive to and from work and/or for any work-related matter you must possess a valid Washington State Driver’s License and vehicle insurance or request and approved reasonable accommodation.

**REQUIRED TRAINING FOR THIS POSITION**

Criminal Justice Training Commission - Sheriff’s Civil Function – Basic & Advanced – Pass within probationary period.

Public Records Training and ongoing annual training requirements for public record officers – Annually

Record Retention Training - Annually

Sexual Harassment & Discrimination – Annually

Smart Risk Management – Once

Slip, Trip and Fall – Annually

Safe Lifting Practices – Annually

FEMA IS-907: Active Shooter – Annually

**REGULAR MONITORED DRIVER: \_\_\_Yes\_\_\_X\_\_\_No**

**Additional job specific trainings may be issued at a later date.**

**Civil Service Commission Signature of Approval:**

DocuSigned by:  
*Sue Ickes* Sue Ickes Date: 5/19/2022  
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DocuSigned by:  
*Mark Nault* Mark Nault Date: 5/19/2022  
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DocuSigned by:  
*Bill Kendrick* Bill Kendrick Date: 5/19/2022  
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**Elected Official / Human Resources Signature of Approval:**

DocuSigned by:  
*Meghan Andrews* Meghan Andrews Date: 5/19/2022  
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**I have read and understand the above position description:**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_