

JOB DESCRIPTION: CIVIL PROCESS OFFICER

[Previous](#) [Top](#) [Next](#)

TITLE: Civil Process Deputy
DEPARTMENT: Sheriff's Office
REPORTS TO: Captain

GENERAL SUMMARY

This is primarily a professional position with technical duties and responsibilities. Routine duties usually follow well-defined procedures. Problems encountered are simple to general in nature. The position requires interpersonal contacts both within and outside the organization to obtain and furnish information. Requires the ability to maintain effective working relationships with co-workers, related agencies, and the public in order to explain policies and obtain cooperation. Works toward previously defined objective(s) with general supervision and within operating procedures. Plans and executes work independently, referring new and unusual cases to a supervisor. Requires the ability to work independently. The position has no supervisory responsibility. The position has frequent exposure to risk situations; the impact of the incumbent's decision(s) minimally affects the operation of the organization. The worker may be exposed to extreme danger with potential for bodily injury or even death due to acts of aggression on the part of others or to exposure to disasters such as fires, explosives, etc. Work involves moderate physical strain and requires strength and endurance.

DUTIES AND RESPONSIBILITIES

- Provide law enforcement for Brunswick County
- Be a representative for the Sheriff
- Assist in the assignment of process to deputies
- Serve civil processes primarily
- Answer criminal complaints secondarily, as necessary, and follow up on these complaints
- Complete reports accurately and timely
- Make court appearances when necessary
- Ensure routine maintenance of assigned vehicle is performed
- Ensure assigned equipment is maintained in operational readiness
- Execute criminal warrants and special court orders when necessary
- Perform any other duties designated by a supervisor

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable federal, state, and local codes and procedures used in the service of civil process
- Knowledge of roads and addresses of Brunswick County
- Knowledge of administrative and operational policies and procedures

- Knowledge and skill of laws of arrest, probable cause, and search and seizure issues in the enforcement of laws
- Knowledge of law enforcement operations, duties, and responsibilities

MINIMUM QUALIFICATIONS

- High school diploma or GED equivalent
- Must possess a valid VA operator's license
- Must pass a physical examination by a Medical Doctor
- Must have an acceptable criminal records check by fingerprint classification through VCIN / NCIC
- Must have an acceptable credit history

PREFERRED QUALIFICATION

- Completion of two years in Administration of Justice or equivalent