



Seminole County Sheriff's Office

CIVIL PROCESS ANALYST II

Class Spec Code: 1060

Established Date: 08/09/2021

Last Revised Date: 02/14/2022

Effective: 03/30/2022

Salary Range

\$17.96 - \$28.77 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Specialized data entry and accountability to include limited accounting work in the auditing, processing, and maintenance of civil process and compilation of related reports.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

Administrator of Civil Process Analyst Training Program and training material. Maintain and update training material as new policies and laws have been added or changed.

Training of new employees assigned to the Civil Section as it relates to the Civil Process Analyst I position.

Learn and understand the duties of a Senior Civil Process Analyst should assistance be needed to serve as a back up for those additional duties.

Receive and properly distribute civil process received from attorneys and other jurisdictions/agencies for service in Seminole County. Enter court documents into computer databases and maintain files and records of court documents. Properly prepare and distribute court returns of service. Insure proper billing for the service of process.

Compiles various reports on a daily and weekly basis to include statistical reports.

Complete FDLE validations for Injunctions for Protection.

Prepares Writ of Executions, Writ of Possessions, Writ of Replevins, and all other writs and documents issued from the court.

Properly document/control distribution of payments or auction fees. Prepare and maintain files for Sheriff's Sales (auction) to ensure accurate financing accountability.

Enter and maintain entries of Injunctions for Protection into NCIC/FCIC, CAFÉ, Civil Serve and other required databases.

Coordinates with the Clerk of Court or other law enforcement agencies and enter Injunction related court process and Ex Parte Marchman Act or Baker Act court orders into Civil Serve, FCIC/NCIC (when appropriate) and Cafe.

Compiles biographical data using agency databases and other resources to provide information to enforcement personnel and Civil Process Officers to assist in the location of persons who are the subject of Ex Parte or Injunction related orders.

Takes telephone calls, responds to email correspondence, interacts with the public and answers related inquiries from the public, agency personnel and agency partners.

Performs the retrieval and storage of court documents and internal filing.

Performs other duties as required or as may be necessary for the efficient and effective performance of the position.

Minimum Qualifications

- Bachelor's Degree and two (2) years of experience performing Civil Analyst I

duties; or an equivalent combination of related training and experience

- Experience training new employees
- Must maintain proficiency in Civil Serve and other related databases
- Must have maintain meets standards or above standards on evaluations.
- Maintain process server continuing education, full access FCIC/NCIC, and Notary Public certifications.
- Ability to type at prescribed rate of speed of 35 wpm.
- Must have no verbal or written reprimands within one (1) year to include formal corrective action plans.
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to included scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of business English, spelling, punctuation, and modern office practices and procedures.

Knowledge of data entry and accounting practices and principles. Knowledge of Microsoft Office or other computer related programs.

Ability to work independently to achieve accurate and timely results.

Ability to maintain detailed and accurate records in addition to maintaining the effective filing procedures.

Ability to communicate effectively with Departments/Divisions, outside agencies, and the general public.

Ability to follow oral and written instructions and to make decisions based on factual data.

Ability to present ideas clearly and concisely, both orally and in writing.

Ability to adhere to prescribed routines and practices. Ability to maintain accurate and detailed financial records.

Ability to organize and capture data to prepare accurate reports, summaries, and tabulations.

Ability to maintain confidential records and reports.

WORKING CONDITIONS

The work environment for this position is in an office atmosphere and the duties to be perform are largely in a sedentary position. Occasional lifting of 25 lbs. or less may be required. Periodically this position will require the employee to accompany a Civil Detective into the field to assist in documenting Levy/Replevins. Work is generally performed during normal business hours although the employee may be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility – Mostly sedentary work but some standing and walking; constant use of a computer

Visual - Constant overall vision; constant eye-hand coordination, frequent reading/close-up work

Dexterity- Frequent repetitive motion and reaching

Emotional/Psychological - Frequent public contact; decision-making and concentration

Special Requirements - Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural. Some assignments may require working weekends, night and/or occasional overtime.