

Ravalli County Sheriff's Office  
205 Bedford Street, Suite G  
Hamilton, MT 59840



Steve Holton, Sheriff

Travis McElderry, Undersheriff

**The Ravalli County Sheriff's Office is now accepting applications for a Full-time Administrative Clerk/Civil Process Technician**

**\*\*Wage and Benefits\*\***

**Starting wage: 13.30**

**Vacation and Sick time earned monthly**

**Longevity pay increases yearly (1%)**

**Overtime and Comp Time when applicable**

**10 paid holidays**

**Retirement with the PERS**

**Medical, Dental, and Vision benefits**

**MINIMUM REQUIREMENTS:**

**An applicant:**

- Be a United States citizen;
- Be a resident of Montana, or become a resident within ninety [90] days of employment;
- Possess a valid Montana Driver's License or able to obtain a valid Montana Driver's License within ninety (90) days of employment;
- Be at least eighteen 18 years of age;
- Be a high school graduate or have been issued a high school equivalency diploma by the superintendent of public instruction or by an appropriate issuing agency of another state or of the federal government;
- Free from illegal drug use, or legal drugs that impair mental or physical performance;
- Be fingerprinted and a search made of the local, state, and national fingerprint files to disclose any criminal record;
- Not have been convicted of a crime for which the person could have been imprisoned in a federal or state penitentiary;
- Pass a background investigation in accordance with Ravalli County Sheriff's Office procedure;

- Complete a personnel evaluation profile (PEP);
- Successfully completing pre-employment drug testing;
- Successfully complete an interview panel process conducted by the Ravalli County Sheriff's Office to demonstrate the possession of communication skills, temperament, motivation, and other characteristics necessary to the accomplishment of the duties and functions of an Administrative Clerk/Civil Process Technician;
- Successfully complete a one year probation period, which includes passing the applicable divisional training program;
- Pass the typing test at 40 wpm with no more than 5 errors;
- Knowledge and practical application of the function of the personal computer;
- Familiar with computer software programs and applications;
- Functional understanding and previous exposure to modern office equipment and machines;
- Maintain current CJIN certification, when applicable
- One (1) year of clerical experience, preferred.

### **RAVALLI COUNTY ESSENTIAL JOB FUNCTIONS:**

The following are "Essential Job Functions" common to an Administrative Clerk/Civil Process Technician in the Ravalli County Sheriff's Office. The successful applicant must be able to perform all of the essential job functions of an Administrative Assistant.

- Plans and assigns the receipt of legal papers issued by the courts; ensures all documents are processed and distributed for service in accordance with office policy and procedures, and state and federal regulatory standards.
- Enters pertinent data into a computerized records management system.
- Distributes processes civil papers to be served by Sheriff's Office deputies.
- Determines type of service required, as dictated by the nature of the order.
- Collects, totals and records daily monies received and completes depository records.
- May runs daily reports for fees received and civil process made. Runs monthly reports for civil process.
- Handles daily public contacts and frequently is required to give and obtain both general and specific information.
- Provides information by telephone to general public, attorney's offices and other agencies.
- May relay messages by office radio to Deputies assigned to serve civil process papers.
- Operates standard office equipment including a computer, word processor, adding machine, copy machine, fax machine, office radio, and other information processing equipment and programs.
- Notarizes documents for other agencies and whenever necessary for the Sheriff's Office.
- Serves documents on office personnel and makes arrangements to come to the office to be served.
- Receives and catalogs abandoned automobile reports and prepares vouchers for reimbursement for towed vehicles as needed.
- Perform record searches
- Compile statistics
- Prepare public records requests
- Records retention per State retention laws
- Prepare/mail correspondence
- Redact sensitive information as directed
- Liaison with other agencies
- Maintain files per office procedures
- Process traffic citation data as needed
- Maintain computer skills

- Operate computerized records management system
- Inventory/requisition supplies and equipment
- Receive/store materials/office supplies
- Provide clerical support
- Process/file sworn reports
- Represents Ravalli County as directed in meetings and/or approved training
- Provide information to citizens
- Maintains confidential information
- Issues gas and food vouchers per RCSO current procedures.
- Issues burns permits per RCSO current procedures
- Registers and updates SVOR registrations
- Serve as back-up in other areas of Administration as needed
- Completion of the Civil Process Course at MLEA, or equivalent to provide the required knowledge of Montana Code Annotated as applies to Civil Process, within two years of appointment.
- Performs other related duties as required

### **ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, building maintenance work, etc.; may be required to travel outside the County to attend meetings or trainings; work in an office setting with artificial light, using a desk, chair, and computer; works in an office environment under normal conditions; works extended periods of time with computers/monitors.

**Physical:** Primary functions require sufficient physical ability to walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to heavy weight; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations.