

Code: 3261

Title: COURT ENFORCEMENT MANAGER

SUMMARY: Performs supervisory and administrative work managing the delivery of civil processes, collecting delinquent personal property taxes and managing the Court Enforcement Section of the Sheriff's department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Directs delivery of civil process and collection of delinquent personal property taxes;

Acts as liaison with the County Assessor and County Treasurer to provide guidance to staff on delinquent personal property tax matters;

Acts as liaison with the courts and County Attorney's office to provide guidance to staff on service of writs, summonses, subpoenas and other legal documents;

Supervises the collection of delinquent personal property taxes;

Directs the legal seizure of real and personal property and the disposition of seized property at Sheriff's sales;

Supervises the maintenance of trust accounts for cash collections on writs of execution and payment of fees, fines and other debts from collections and other accounts as required;

Directs staff in execution of writs, summonses, subpoenas, civil arrest warrants, mental health commitment papers, guardianship documents and other legal documents;

Trains and evaluates assigned personnel and recommends personnel actions to superiors;

Coordinates activities between subordinate units;

Communicates departmental directives to staff through supervisory personnel;

Supervises maintenance of cost, statistical and other records;

Instructs and trains law enforcement and corrections personnel in civil law, liability and related subjects;

Prepares unit budget and monitors expenditures;

Testifies in court proceedings and gives depositions;

Maintains liaison with other law enforcement agencies regarding activities of mutual interest;

Reviews pending and new laws and drafts proposed legislation affecting civil process procedures;

Develops and implements procedures to comply with new laws.

KNOWLEDGE & SKILLS:

Knowledge of:

- managerial and supervisory principles and practices;
- criminal justice system and the relationship between its various aspects;
- civil procedures relating to the collection of delinquent taxes, seizure of property and the disposition of seized property;
- civil procedures relating to the serving of writs, summonses, subpoenas and other legal documents;
- relevant federal, state and local ordinances;
- law enforcement procedures and practices;
- social sciences as they relate to public service and law enforcement.

Skill in:

- communicating effectively, both orally and in writing;
- planning, organizing, directing, and evaluating the activities of assigned staff;
- establishing and maintaining effective relationships with the public, with other governmental entities, and within the department;

- conducting legal research and fact-finding.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in criminal justice, business or public administration, management, or a closely related field as defined by the appointing authority and three years of administrative, supervisory, or managerial experience involving management information systems, records management, or a closely related area as defined by the appointing authority.

OR:

(2) Six years of administrative or managerial experience including three years of supervisory experience in management information systems, records management, or a closely related area as defined by the appointing authority.

OR:

(3) Six years of experience in an area of the criminal justice system such as law enforcement, courts, administration of a law practice, probation, or similar experience, including three years of administrative, supervisory, or management experience.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.