



POSITION VACANCY NOTICE
INTERNAL and EXTERNAL POSTING

DATE POSTED: November 25, 2020
OFFICE: Sheriff
POSITION: Civil Technician

Position Requirements: Summit County Sheriff's Office is seeking a well-qualified Civil Technician. The position performs essential and statutorily required work in handling Civil Process paperwork received by the Sheriff's Office. The work involves intake, clerical, and processing of civil process, sheriff sales and foreclosure paperwork, applications for concealed handgun permits and administration of the Peace Office Privacy act. The position provides clerical and administrative support to the uniform Civil Deputy.

The ideal candidate will be a team-oriented professional with strong office, word processing, data entry, money handling, account reconciliation, reporting, organizational, time management and communication skills. The candidate should have excellent customer service demeanor with experience in a law enforcement environment and/or legal environment handling confidential materials. Have strong written and verbal communications experience and a demonstrated history of positive attitude, strong job knowledge, above average attention to detail and a history of self-motivation.

The candidate will be experienced and successful being detail oriented, accurate in work product, in managing work tasks and completing within established timelines. The selected candidate will demonstrate a proven ability to quickly absorb and understand unfamiliar subject matter.

Expectations of the Chosen Candidate: The chosen candidate will be expected to demonstrate positive demeanor; the ability to react appropriately while under stress; exhibit sound decision making abilities; be able to interact appropriately with individuals from varying socio-economic and cultural backgrounds; handle complex data collection, interpretation, and reporting; work cooperatively with law enforcement, courts, attorneys, vendors, and the public.

Required Qualifications: Must be 21 years of age or older and have an Associates or Bachelors of Arts degree from an accredited college or university in a related field and three years of high-level administrative, law enforcement and/or Civil processing experience or an equivalent combination of education and experience. Paralegal degree and/or equivalent work experience is preferred. Must be able to pass a background check, psychological test, polygraph, and obtain a security clearance for work with Criminal Justice Records. Must have or obtain a Colorado Driver's License within 60 days and throughout employment and know how to safely operate a motor vehicle.

Hiring Range: PS60, Exempt. \$2,093.60 to \$3,036.00 bi-weekly, DOQ. Summit County offers an excellent benefit program

Application Deadline Date: This position is open until filled. To apply, please submit a professional cover letter and resume to Undersheriff Peter Haynes, by mail to PO Box 210, Breckenridge, CO 80424, in person at 501 N. Park Avenue, Breckenridge, CO 80424 or via email to Peter.Haynes@summitcountyco.gov.

External candidates are also required to submit a Civilian application available at <https://www.summitcountyco.gov/DocumentCenter/Index/677>

EQUAL OPPORTUNITY EMPLOYER