

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Technical Specialist	B	2	3	Non-Exempt
POSITION TITLE:	Civil Division Coordinator	POSITION#:	500305	
☐ New ☒ Revised (Check one)	Date:	06/23/26		
SERVICE TYPE:		AFSCME		
Employee Name:		Department:	Sheriff's Office	Supervisor: David Iverson
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

Oversee the Civil Division of the Sheriff's Office by adhering to all applicable Oregon Revised Statutes, Court Orders, and the OSSA Civil Process Manual to ensure the accurate and lawful processing and service of court documents for the courts and external customers. Additionally, serve as a reliable and knowledgeable resource for internal and external customers seeking guidance on civil procedures and other civil related matters.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Document review, interpretation and preparation Essential Duties: Daily receives, reviews, and records civil legal documents using established data processing procedures. Documents are submitted by federal, state, and municipal courts; law offices and attorneys; state agencies; and private citizens. The legal documents received and processed include a broad range of court filings, such as restraining orders, summonses and complaints, evictions, petitions, small claims, garnishments, subpoenas, writs of execution for seizure and sale of property, and other related civil documents. Overall, responsible for the proper legal service of court documents and ensuring returns of service are provided to the appropriate involved parties and courts with 100% accuracy.	45%
2	MFA: Internal and external customer communication Essential Duties: Daily uses the phone, e-mail, and personal one-on-one meetings to communicate with attorneys, court personnel, internal customers, and the general public regarding civil processes and other civil-related topics, to include training deputies on proper paper service and other division functions, as assigned.	30 %
3	MFA: Research and data tracking Essential Duties: Daily uses LEDS, Oregon eCourt Case Information, CentralSquare RMS, and other online resources and databases to conduct background checks, research civil information, and verify and extract civil data related to service methods, timelines,	15%

	quantities, costs, quarterly invoicing, and other required metrics. Review and implement updated legal requirements for civil paper processing and service.	
4	MFA: Serve civil papers, receive and deliver work, mail, and packages; customer/vendor relationship, monies received, deposits and invoicing Essential Duties: Personally serves or mails legal documents such as garnishments, restraining orders, stalking orders and other legal documents to jail inmates, individuals at the Sheriff's Office, and businesses and residents within the downtown Corvallis area. Recieves, distributes, and delivers internal documents and packages. Daily receives cash and/or checks, issues receipts, manages receipt archives, prepares bank deposits for the BCSO business analyst, and completes quarterly invoicing to the State of Oregon for child support related documents.	10%
Percentages should total 100%		100%

Special Requirements:

- Maintain CJIS and LEDS certifications and ensure ongoing compliance requirements are met. Certification required within 60 days of hire.
- Monitor, interpret, and disseminate legal updates relevant to civil process functions.
- Complete training in civil law and civil process procedures.
- Perform financial tracking and documentation of significant monetary transactions.

Physical Requirements:

This position typically requires reaching, standing, walking, grasping, talking, hearing, seeing, and performing repetitive motions. Involves exerting up to 50 pounds of force occasionally, and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move heavy objects.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____

