

4/23/2024

NOTICE OF VACANCY

POSITION: Civil Process Secretary

LOCATION: 108 Court Street, New Bedford, Ma.

HOURS: 8:00 am – 4:00 pm

DAYS OFF – Sat/Sun

PAY GRADE: Non-Union - GRADE 12 (\$50,285.37 – \$59,090.45)

GENERAL DUTIES AND RESPONSIBILITIES:

SEE ATTACHED JOB DESCRIPTION

TO APPLY:

Those who are currently employed by the Bristol County Sheriff's Office and are interested in this position must submit a letter of interest to the Human Resources Division on or before **Tuesday, 5/7/2024**.

Those who are **not** currently employed by the Bristol County Sheriff's Office and are interested in this position must submit an employment application to the Human Resources Division on or before **Tuesday, 5/7/2024**. **Applications can be found on our website at www.bcs0-ma.us.**

The Bristol County Sheriff's Office does not discriminate on the basis of sex, race, color, national origin, religion, disability, sexual orientation, genetics, gender identity, gender expression, military status or any other legally protected status.

PLEASE POST

1.	Title Civil Process Secretary	Agency Bristol County Sheriff's Office	
2.	Agency Code Non-Union Adm	Salary Grade 12	Date Prepared Prepared 04/00 Reviewed 04/24
3.	General statement of duties and responsibilities: Prepare, process and maintain accurate records for the Civil Process division.		
4.	Supervision received: (title of supervisor) Performs duties under the supervision of the supervisor assigned to the Civil Process division.		
5.	Supervision Exercised: (Titles Of Persons Supervised) N/A		
6.	Duties and responsibilities:		
	<ol style="list-style-type: none"> 1. Receive and process services from walk-in customers, answer questions regarding civil process services. Prepare and process all incoming and outgoing mail. 2. Prepare and process all types of legal services received in the office. 3. Receive payment for service. Prepare and maintain accurate financial records as necessary. 4. Receives and handles telephone and walk-in inquiries from attorney/client, pro se, courts, and all other outside agencies. 5. General office duties including, but not limited to filing, typing, computer operating, and correspondence. 6. Keep close communication with and provide assistance to other staff & Civil Deputies. 7. Valuate seized property and assist with Sheriff's auctions. 8. Update the Civil Process division's page of the Sheriff's Office website. 9. Perform other related duties as required by the Sheriff. 		