

2/20/2025

## **Job Posting**

**POSITION:** Civil Process Deputy Sheriff  
**LOCATION:** 421 Faunce Corner Road, Dartmouth, Ma.  
**HOURS:** 8:00 am – 4:00 pm  
**DAYS OFF:** Sat/Sun  
**PAY GRADE:** Non-Union - GRADE 16 (\$61,950.34 - \$75,746.28)

**GENERAL DUTIES AND RESPONSIBILITIES:**

See attached Job Description

**PREFERRED SKILLS:**

Massachusetts Peace Officer Standards and Training (POST) Certification

**TO APPLY:**

Those who are interested in this position must submit a letter of interest, resume and POST certification to [caitlindemelo@bcso-ma.org](mailto:caitlindemelo@bcso-ma.org) on or before **Thursday, March 6, 2025.**

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.	<b>Title</b> Civil Deputy	<b>Agency</b> Bristol County Sheriff's Office
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2.	<b>Agency Code / Group</b> Non-Union Adm	<b>Salary Grade</b> 16	<b>Date Prepared</b> Prepared 08/22 Reviewed 02/25
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3. **General statement of duties and responsibilities:**  
Serve all process, civil or criminal, legally directed to the Civil Process division.

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4. **Supervision received: (title of supervisor)**  
Performs duties under the supervisor assigned to the Civil Process division.

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5. **Supervision exercised: (titles of persons supervised)**  
None

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6. **Duties and responsibilities:**

1. Perform law enforcement duties as required.
2. Have and maintain a Police Officer Standards and Training certification.
3. Physically work in the cities and towns of Bristol County serving process as directed.
4. Attend all required annual MPTC & BCSO trainings and classes of instruction required by this office.
5. Serve all process, civil and criminal, including but not limited to capias, contempt summons, demand on execution, discharge of levy, evictions. Letters, ley-personal property, motions, notices, notice to quit, trustee execution, preliminary injunction, real estate attachment, real estate levy, restraining order, Sheriff's sale, judgement debtor summons, summons and complaints (modification, paternity, separate support, summary process, supplementary process, statement of damages, divorce), subpoenas, child support orders, witness subpoena, and other documents as assigned.
6. Assist any Deputy and/or law enforcement officer when necessary in the performance of their duty.
7. To be knowledgeable as to how each type of writ is to be served.
8. To keep accurate records, photos, date, and location and time each writ was served.

9. Be professional and physically capable of making physical arrests including transport & supervision.
10. Be professional and physically capable of seizing personal & commercial property including research & investigation to locate property. Examples of seized property include: motorcycles, cars, trucks, 18-wheelers, heavy construction equipment, boat, fishing boat with full catch, car dealerships including inventory, businesses, factories, big box stores, etc.
11. Be professional and physically capable of executing the eviction process of dismantling and physically removing the tenant & contents from a property location.
12. Be professional and physically capable of performing keep the peace assignments.
13. Be professional and physically capable of taking custody of children per court mandate and return said children to court approved parent or guardian.
14. Deputy is required to perform their duties throughout all Bristol County cities & towns as assigned and at times will be required to travel throughout the state to complete a service.
15. Be professional and physically capable of managing, scheduling, and making arrest regarding a capias, including supervision of defendant and or detainee in various courts.
16. Upon occasion, Deputy may be assigned to a night, weekend, or holiday assignment which could relate to any specific job assigned circumstances as stated above.
17. To act at all times in a professional manner, remembering that the Deputy Sheriff represents the Sheriff's Office.
18. Perform other related duties as required by the Sheriff or designee.