

CIVIL DEPUTY SHERIFF

JOB SUMMARY: The Butler County Sheriff's Office is currently seeking applicants for a part-time civil deputy position. The Butler County Sheriff's Office has a duty to serve subpoenas, summons, writs of execution, eviction notices, restraining orders, foreclosure notices, and various other legally signed and documented court paperwork. Paperwork may come from the Butler County Common Pleas Court, the Butler County Domestic Relations Court, all Area Courts, all city courts located in the jurisdiction of Butler County, as well as courts located outside the jurisdiction of Butler County but the person to be served resides in the jurisdiction of Butler County. This position involves a variety of duties including office and field work in a variety of environments.

Job duties include but are not limited to:

- The ability to meet and maintain all required OPOTA certifications and agency requirements
- The ability to safely operate law enforcement vehicles
- The appropriate maintenance of weapons, uniforms, and other issued equipment
- Computer knowledge and the ability to use various electronic devices and programs
- The safe-keeping, timely service, and efficient processing of all legally signed and documented court paperwork
- Completing and maintaining all required reports and forms
- Leaving the appropriate notices during attempts of service
- Answering and returning phone calls from courts, law enforcement agencies, and citizens concerning the service of court paperwork
- Providing court testimony if/when requested

JOB TYPE: Part-time

STARTING SALARY: \$27.79/hourly

HOURS: Monday-Friday, holidays off, not to exceed 30 hours per week.

ADDITIONAL REQUIREMENTS: OPOTA peace officer certification. Must be 21 years of age or older at time of appointment. Position requires a high school diploma or GED. Applicants are subject to an extensive background investigation.

PART-TIME BENEFITS PACKAGE INCLUDES: Ohio Public Employees Retirement System; Deferred Compensation Retirement Plans; Employee Assistance Program; Paid sick leave.