

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **JUDICIAL SERVICE OFFICER**

Spec No. 4033

### **BASIC FUNCTIONS**

The primary duties of this class are in support of the Sheriff's Office judicial services functions. Responsibilities include serving criminal warrants and civil processes, transporting prisoners and performing related office functions. Employees in this position carry a limited commission.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Arrest persons when arrest warrants have been issued; book prisoners into jail; assist other agencies; gather and preserve evidence.
2. Locate persons to be arrested or served by researching records and/or physically searching for the individuals.
3. Transport prisoners and book them into jail pursuant to court orders; travel as necessary to secure prisoners.
4. Execute domestic violence orders and move-outs, civil evictions, property seizures (real and personal); execute court orders on child custody issues; and effect peace-keeping measures.
5. Serve criminal and civil subpoenas; execute civil papers as required using knowledge of state laws.
6. Prepare returns and affidavits for service; process funds related to personal property executions or civil seizures posted in the field; assure proper deposit of all transactions; and ensure compliance with civil statutes.
7. Write reports; maintain warrant and expense records and logs of activities manually and in computer databases.
8. Collect and properly dispose of hazardous materials.

### **STATEMENT OF OTHER DUTIES**

9. Testify in court as needed; decipher court orders; write correspondence related to warrants as required.
10. May be called to assist with accidents and administer first aid as requested.
11. Attend after hours training and/or meetings on work related activities.

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### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- law enforcement practices and procedures
- standard radio procedures
- laws and regulations related to criminal and civil statutes
- basic keyboarding and computer knowledge

Ability to:

- use discretion and maintain confidentiality of information
- accurate keyboarding skill using various computer applications and standard office equipment
- interpret and explain laws, rules and regulations
- communicate effectively, both verbally and in writing, with people regardless of age, sex, social, cultural, or ethnic background including distraught or traumatized individuals
- maintain accurate and orderly records and files
- perform strenuous physical tasks
- work independently in stressful situations
- follow oral and written instructions
- analyze situations, recognize dangers and use problem solving skills to determine proper course of action; assertively handle situations encountered
- use and care of firearms

### **MINIMUM QUALIFICATIONS**

One (1) year experience as a law enforcement officer; AND successful completion of a basic police academy or basic reserve academy recognized by the Washington State Criminal Justice Training Commission; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License, unrestricted except as to vision, is required prior to appointment.

Must be a lawful permanent resident or United States citizen; minimum 21 years of age, no maximum age. Must pass a Civil Service examination; AND pre-employment examinations including, but not limited to, a complete background investigation, fingerprinting, criminal record check, polygraph examination, a medical examination, drug screening and a psychological evaluation.

Employees must be armed at all times while on duty and must carry official office identification when armed. Must qualify with a firearm on a regular basis. Work may involve strenuous physical tasks. Employees must become certified in CPR and first aid within one year from the date of hire.

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### WORKING CONDITIONS

Positions in this class typically require daily dealing with distraught or difficult individuals; standing for prolonged periods; work outdoors possibly in inclement weather; operate a motor vehicle on public roads for travel throughout the county; exposure to hazardous materials, diseases, and airborne/blood borne pathogens; daily wearing protective gear and equipment; precise control of fingers and hand movements; daily crouching, crawling, bending or kneeling. Shift, holiday and weekend work may be required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class established: 1977-78 as Warrant Server

Titled Warrant Officer 12/82

Previous Spec. No. 531612

Revised and Retitled Judicial Service Officer 11/88; Revised 06/93; Revised 08/00

Revised: June 2018

EEO Category: 3 - Technicians

Pay Grade: 236 – Law Enforcement Support Pay Plan

Workers Comp: 5306 Non-Hazardous

Approved by Snohomish County Civil Service Commission August 2, 2000

Approved by Snohomish County Civil Service Commission June 6, 2018