

Position Guidelines

14001.1 DIVISION COMMANDER

- (a) The Division Commander is responsible for the overall operation, financial control and personnel management of the five Courts and the Civil Bureaus, and their respective staffs. The Division Commander is responsible for interpreting and implementing Jail Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division. The Division Commander is responsible for interpreting and implementing Custody and Court Operations policy and establishing procedures that ensure an efficient and effective overall operation of the division.

14001.2 CIVIL ADMINISTRATIVE MANAGER

- (a) The Civil Administrative Manager is responsible for the management and supervision of all Clerical Civil Process Personnel, and reports directly to the Division Commander

14001.3 CIVIL SERGEANTS

- (a) Sergeants are the first level supervisors of the Deputies, and others, on a specific shift.
 - 1. Civil Sergeants are responsible to the Facility Lieutenant (see Policy 1105) for the operation of the Civil Field Details.
 - 2. Administrative Sergeant - Under the direction of the Division Commander, the Administrative Sergeant is responsible for:
 - (a) Planning and organizing training within each facility.
 - (b) Receiving, scheduling and providing orientation to new employees.
 - (c) Maintaining, controlling and modifying the Facility Training Officer (FTO) Program as dictated by costs, needs or personnel requirements.
 - (d) Maintaining a high level of awareness of proposed or newly enacted legislation affecting Court Operations.
 - (e) Maintaining / tracking the Court Operations Vehicle Fleet.

14001.4 CIVIL PROCESS CHIEF

- (a) Supervises, assigns and schedules the civil case processing work performed by the Clerical Civil Process Personnel. Reports directly to the Civil Administrative Manager.

14001.5 CIVIL DEPUTY II

14001.6 ACCOUNTANT/AUDITOR I

- (a) Responsible for all accounting and auditing work of the Civil Process Bureau including preparing journal entries and a variety of analytical accounting and statistical reports. Reports directly to the Civil Administrative Manager.

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14001.7 CIVIL PROCESS SUPERVISORS

- (a) Monitors and reviews Civil case processing work performed by the Clerical Civil Process Personnel and are the first level supervisors. Reports directly to the Civil Process Chief.

14001.8 SHERIFF'S TECHNICIANS

14001.9 CIVIL PROCESS TECHNICIANS

- (a) Performs all the civil case processing work in compliance with the Code of Civil Procedure and other applicable laws and regulations. Reports directly to a Civil Process Supervisor.

14001.10 IT APPLICATION DEVELOPER II

- (a) Performs duties pertaining to the design, development and maintenance of computer software solutions including application maintenance and customer support duties. Reports directly to the Civil Administrative Manager.