

Civil Process Server

CODES/PAY RANGE

Class Code: 3145

EEO Code: F

Pay Grade: 114

MAJOR FUNCTION

This is routine, non-supervisory work serving non-enforceable writs for the Sheriff's Office.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Drives to locations and serves or attempts to serve various types of non-enforceable civil process papers. Plans daily route schedule to maximize efficient use of travel time.

Locates hard to find individuals through available resources in order to effect service.

Completes all required paperwork accurately and submits in a timely manner.

Complies with Florida laws and procedures for service of process.

Ensures vehicle is properly maintained.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of Florida laws and procedures for serving non-enforceable writs. Knowledge of Sheriff's Office procedures. Knowledge of geography of Volusia County. Knowledge of communication radio codes, signals and unit identifications.

Ability to read and write English understandably. Ability to operate office equipment. Ability to manage time, organize and prioritize work. Ability to read court papers. Ability to find addresses and locations on paper work. Ability to research hard to find individuals. Ability to handle irate individuals.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of GED. Must possess valid Florida driver's license. Must be able to pass background check conducted by the Sheriff's Office.

ADA REQUIREMENTS

Mental Demands- Read and understand complex documents. Write simple reports. Read maps.

Physical Demands – Drive vehicle. Ability to sit for long periods of time. Traverse. Hear, see, talk.

Environmental Demands – Inclement weather.

New 5/01