

Uintah County

Job Description



Title:	Civil Process Server	Code:	913
Division:	Administration	Effective Date:	11/13
Department:	Sheriff	Last Revised:	11/13
FLSA Cat:	Non-Exempt	Pay Grade:	24

GENERAL PURPOSE

Performs a variety of working level professional law enforcement duties while serving and enforcing civil and criminal processes ordered by courts, attorneys and litigants brought to the Sheriff's Office for service.

SUPERVISION RECEIVED

Works under close to general supervision a higher ranking authority.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Reviews all incoming legal documents submitted for service to ensure they are true to form.

Receives, time stamps, and checks for court seal and proper court headings on each document submitted for processing and issuance. Make due and proper return to the courts, or attorney, as required, within the statutory time limit for each process.

Prepares records on each paper processed and files the same for further reference.

Serves legal documents by personally contacting the designated party or parties.

Serves actions such as garnishments and executions on wages and real and personal property, writs of replevin and prepares receipts for money or property.

Serves warrants for either bail or incarceration and makes returns of proper service. Prepares and writes reports on the same noting the results.

Conducts correspondence with Attorneys, plaintiffs, Clerk's Offices, Sheriff's Offices, Courts and the public in matters with regards to clarification of action desired, legal documents handled by the Sheriff's Office, and many other items as necessary.

Identifies property, whether personal or real, in order that property sales will be conducted according to proper statutory authority; writes and prepares public statements regarding property sales, including items to be sold and location of the sale.

Conducts Sheriff's sales and performs other duties of the Sheriff's Department pertaining to civil law such as collecting fees and preparing titles or property deeds for the Sheriff's signature in consultation with the Civil Division of the Uintah County Attorney's Office.

Serves as a back-up officer and may respond to emergencies with authorization of their supervisor.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Educations and Experience:
 - A. Graduation from High School or GED certification
AND
 - B. Two (2) years of progressively responsible law enforcement experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of local, state and federal laws such as **civil procedures**, traffic code, juvenile code, and criminal code; specialized law enforcement equipment; county geography, road systems, and boundaries; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures; English, grammar and technical writing skills. Knowledge of modern office practices and procedures.

Skill in the operation of law enforcement tools.

Ability to apply modern law enforcement principles, learn and interpret civil proceedings and criminal code related to law enforcement and the elements of crime; procedures, techniques, and equipment in various law enforcement situations; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public, and fellow employees; perform work requiring good physical condition; restrain physically violent people; react quickly to various situations under conditions of stress.

3. Special Qualifications:

Must be at least 21 years of age. Must possess a valid Utah State Driver's License and be insurable. Must have the flexibility to work various hours. May be on-call 24 hours. Must have a current certification by Utah Peace Officer Standards and Training as a Law Enforcement Officer (LEO). Will be required to complete 40 hours of training per year and maintain certification. Must pass an extensive background check.

4. Work Environment:

Functions of the position are performed indoors and outdoors in various unknown conditions. May be exposed to various weather conditions and must be prepared for such. Frequent travel. Many functions of the work pose high degree of hazard uncertainty. Physical readiness and conditioning will be a condition of job retention. Various levels of mental application required, i.e., memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Periodic exposure to the presence of blood borne or airborne pathogens.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)