

SHAWNEE COUNTY, KANSAS

Position Description Civilian Process Server

POSITION NUMBER: SH1037, SH1038, SH1039, SH1040, SH1041, SH1565 **FLSA STATUS:** N

POSITION DESCRIPTION

Under general supervision, this position performs duties relating to the appropriate service of the process of the Court. Performs other duties as required. This position is supervised by the Sergeant of the Process Unit.

WORK PERFORMED

- 70% Preparation/Service.** Receives, researches, sorts and routes legal documents of the Court. The legal documents include, but are not limited to: summons, subpoenas, garnishments and other orders of the Court. Transports legal documents into the field and serves or attempts to serve said documents using a County-owned vehicle or their own personal vehicle if a County-owned vehicle is not available.
- 15% Communication.** Communicate effectively, both written and oral, with a variety of individuals including but not limited to; supervisors, co-workers, public, Judges and other court staff and attorneys.
- 15% Returns.** Upon disposition of each piece of process, makes return to the Court as required by law as well as update the Sheriff's Office Service of Process Computer System (SPROCS).

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- The streets and businesses in Topeka and Shawnee County.
- Kansas statutes pertaining to service of Civil Process.

Ability to:

- Read and interpret documents to make a determination as to how service is to be accomplished.
- Interpret and follow written and verbal directions.
- Establish and maintain favorable work relationships with fellow workers and supervisors.
- Communicate effectively, both orally and in writing, using the English language.
- Maintain good rapport with the public.
- Be able to diffuse tense situations which may arise due to performance of duties.
-
- Drive an automobile safely in city traffic.
- Carry cartons of documents weighing up to thirty (30) pounds.
- Constantly get in and out of a vehicle.
- Prioritize work and make service accordingly.
- Utilizes resources and contacts such as landlords, employers, court systems & the public to assist in locating persons to be served.
- Be vigilant of surroundings and assess the situation correctly as well as respond appropriately to the matter at hand.
- Work in all types of weather to include extreme heat, cold, snow, rain and ice.

Shawnee County Position Description
Civilian Process Server (SH1037, SH1038, SH1039, SH1040, SH1041, SH1565)

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving				X
Pushing/Pulling		X			Bending			X		High Elevation		X		
Climbing	X				Reaching			X		Unprotected Heights		X		
Throwing	X				Lifting-30 lbs.			X		Around Moving Machinery		X		
ARMS					Carrying			X		Driving Automotive Equipment				X
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting-30 lbs.		X			Twisting			X		Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying			X		Turning		X			Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces		X		
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces			X	
VOICE					Climbing			X		Moving Objects		X		
Talking				X	Jumping		X			In High Volume Traffic			X	
EARS					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-30 lbs.		X			Temperature and Humidity			X	

EQUIPMENT USED

Personal Computer
Printer
Portable Radio

Telephone
Fax Machine
Paper Shredder

Paper Shredder
Laptop Computer
Expandable Baton

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Must be twenty-one (21) years of age at the time of appointment.

No felony convictions or diversions.

No misdemeanor convictions or diversions related to domestic violence.

Valid Driver's License and ability to drive per HR Resolution 2013-2.

HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five years old; No more than two at fault or chargeable accidents that are less than five years old; No more than two traffic infractions (speeding, failure to yield right of way, etc.) that are less than one year old.

Shawnee County Position Description
Civilian Process Server (SH1037, SH1038, SH1039, SH1040, SH1041, SH1565)

SPECIAL REQUIREMENTS

Required to pass a background investigation, polygraph testing, pre-employment physical and drug screen.

Required to lift thirty (30) pounds.

A Credit Report Disclosure and Consent form and Authorization for Release of Personal Information will be required.

Required to have a reliable car for use on the job (reimbursable at the standard County rate) if a County-owned car is not available.

Be capable of assessing rapidly changing situations which may involve animals which may become aggressive and respond appropriately with issued protective equipment such as pepper spray and/or expandable baton.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Administering Supervisor's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 01/05
Revision History: 07/15