

Leon County Sheriffs Office

Job Description - Listing

POSITION: Civil Process Server

ID	Statement	Performance Standard
TASK		
ALL1000	Complete assignment as directed	The employee will successfully complete all assignments to specifications as directed and within the specified time frame and budget in accordance with agency policies.
JS1426	Serve civil process papers	The employee will effect service of process in a timely and professional manner pursuant to agency policies, state statutes, and the court's directions.
JS1427	Prepare route schedule for service of process	The employee plans daily route schedule to maximize efficient use of travel time consistent with agency policies.
JS1428	Conduct limited inquiries to determine location of process to be served	Given no initial contact with person(s) to be served, the employee will conduct limited inquiries to successfully locate the person(s) using available legal resources consistent with agency policies.
JS5425	Review warrants, capias, or court order for correct information	The employee reviews all information in court documents to verify that the documentation is accurate and complete.
JS5426	Prepare sheriff's return	The employee will accurately complete all information as required on the sheriff's return in accordance with agency policy.
POLICY		
PL1	Accepts supervision and	The employee/volunteer responds to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with agency policies.
PL2	Grooming and dress	The employee/volunteer is appropriately groomed and attired so as to present a professional image in accordance with the agency mission, goals, and
PL3	Observes work hours	The employee is at work on time and works the shift until the shift is over.
PL4	Contact with public	The employee/volunteer demonstrates a polite, helpful, courteous, and professional image when engaged in any activity with the public.

POSITION: Civil Process Server

ID	Statement	Performance Standard
PL5	Operation and care of equipment	The employee/volunteer properly operates and cares for equipment to manufacturers specifications and/or within the specified parameters and in accordance with agency policies.

PROFICIENCY

PR20	Time management skills	The employee efficiently organizes, prioritizes, schedules, and manages daily work activities, tasks, and special assignments.
PR23	Inter-personal skills	The employee/volunteer demonstrates congenial, respectful, and productive behaviors and attitudes towards others in working relationships and
PR29	General communications skills	The employee/volunteer has the ability to express ideas and effectively communicate information to citizens and colleagues as well as the ability to process verbal information, physical cues, and body language in order to effectively listen to
PR3	Radio communications	The employee utilizes the 2-way radio for official communications only, communicating in a clear, concise, and intelligible manner under all conditions and at all times.
PR39	Knowledge of procedural/policy manuals	The employee has the ability to read, interpret, and follow procedural and policy manuals related to the job performed by the incumbent and demonstrate this knowledge via oral or written testing.
PR4	Verbal communications	The employee/volunteer conveys verbal information / instructions / directives / commands in a clear, concise, and intelligible manner.
PR5	Written communications	Written communications are accurate, concise, legible, and timely.
PR52	Knowledge of court system and legal procedures	The employee is knowledgeable of the court system in terms of procedures, requirements, regulations, and inmate/suspect rights with regard to the legal
PR6	Driving	The employee maintains control of the vehicle / boat / aircraft / trailer in all situations under varying weather conditions, adhering to all traffic laws as per call classification.
PR8	Knowledge of local, state, and federal statutes	The employee is able to correctly determine if and what statute has been violated, and is able to correctly identify, classify, and explain the violation. The employee is able to apply the correct charges as per the statute(s) violated.
PR9	Knowledge of geographical jurisdiction	The employee is able to correctly locate or provide accurate directions in a timely manner to any location within the agency jurisdiction.

POSITION: Civil Process Server

ID

Statement

Performance Standard

Notes, Comments, or Additional Performance Measures to be added:

SUBJECT MATTER EXPERT APPROVAL

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

