



TWIN FALLS COUNTY
invites applications for the position of:
Civil Process Server

SALARY: \$16.39 Hourly

OPENING DATE: 04/20/21

CLOSING DATE: 04/27/21 10:00 PM

POSITION INFORMATION:

Apply online at www.twinfallscounty.org

JOB DESCRIPTION:

This position is responsible for delivering/serving civil documents to include, but not limited to, summons, subpoenas, notices, garnishments and other civil documents. This position also assists with the eviction process. This is a civilian, non-uniformed position in the Sheriff's Department that requires strong public relations skills to serve papers on people who may not want to be served.

The work is performed under the direction of the Administrative Captain, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of the class are performed in a general office and courtroom environment, with significant field work required.

An employee in this position is required to drive to various locations and may be required to flex his/her work schedule to serve papers early mornings, evenings and/or weekends and holidays.

DUTIES / RESPONSIBILITIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)

- Carries out civil processes with writs of execution, possession, restitution, and ejection; small claims; garnishments; summons and subpoenas; warrants, etc.;
- Receives and processes civil and criminal papers for service;
- Returns papers in a timely manner to the court, plaintiff, attorneys, etc.;
- Locates and identifies appropriate person to be served;
- Processes and enters civil papers, which includes Summons, Small Claims, Orders, Notices and various papers received by the sheriff's office;
- Assists Sheriff's Deputies in the eviction process;
- Operates a motor vehicle to drive to various locations throughout the County;
- Responds to Commissioners', County employees' and citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Interacts with County employees, customers, visitors and the general public effectively and professionally;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

SECONDARY DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned.

QUALIFICATIONS:

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Basic legal requirements and procedures required to process and serve civil documents;
- Law enforcement and court systems processes and procedures, and legal documentation and terminology
- Operation of standard office equipment including a personal computer and job-related software applications;
- English grammar, spelling, punctuation, and composition.

Skill and Ability to:

- Locate and serve papers on people who may not want to be served;
- Process, maintain, interpret, and produce records, logs, documentation, and reports;
- Read and understand legal documents;
- Understand and explain applicable rules of Civil Service;
- Operate a motor vehicle to drive to various locations in the County;
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow verbal and written instructions.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with laws, ordinances, regulations and established policies.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

ACCEPTABLE EXPERIENCE AND TRAINING:

- High School graduate, with at least two years college course work in criminal justice or related area; Associate's Degree is preferred; and
- Previous experience in law enforcement preferred; and
- A valid Driver's License; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to drive a vehicle, stand, sit, use hands to keyboard or type, handle materials, or manipulate office equipment and vehicles used in performing the classification, and reach with hands and arms.

Specific vision abilities required by this classification include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone. While performing the duties of this classification, the employee works in an office where the noise level in the work environment is usually moderate. An employee in this classification works outside in all weather

conditions to locate people to serve papers. The employee meets with people who may not want to receive civil papers; meetings can be emotional and possibly dangerous or create fear of personal safety.

If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.twinfallscounty.org>

Position #202100035
CIVIL PROCESS SERVER
JH

P.O. Box 126
Twin Falls, ID 83303
208-736-4174

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