

**FOND DU LAC COUNTY
POSITION DESCRIPTION**

Position Title: PROCESS SERVER

Department: Sheriff

Pay Grade:

Date: _____

Position Summary:

Under the general direction of the Shift Commander. Responsible for effective and efficient service of criminal and civil process for the Sheriff's Office. Ensures all process requirements are executed in accordance with State Statutes and local directives. Provides assistance to the Shift Commander in coordinating and evaluating the effective delivery of criminal and civil process services.

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as a Process Server on an assigned shift.
- Serves and/or executes all general process, to include writs, executions, capias, garnishments, subpoenas, replevins and summons.
- Reviews all process for completeness, correctness, validity and conformity to statutory requirements.
- Ensures accurate preparation and timely flow of process information which ultimately results in efficiency of services.
- Execute sheriff sales to include; scheduling, posting of notice, proof of posting, billing and after sale requirements.
- Ensure all process services rendered are explained and understood without purporting to give legal advice.
- Plan, coordinate and execute effective criminal and civil process services.
- Exhibit acceptable skill levels in the operation and care of department vehicles and equipment, in both emergency and non-emergency situations.
- Complete special projects and assignments when requested.
- Perform other related duties as assigned.

Work Direction Received:

Duties concerning daily criminal and civil process activities are performed independently. General direction is provided by the Shift Commander, who is also available for assistance with specific problems.

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Process Server

Supervision Exercised:

None

Decision Making:

Decisions concerning routine daily work activities are made independently, if possible. Supervisors are available for guidance and direction when needed or when required.

Interaction:

There is significant interaction with other Police Agencies, Court System, Attorneys and the general public.

Desirable Knowledge and Abilities:

General knowledge of State Statutes and local directives pertaining to service of criminal and civil process. Ability to:

- Communicate verbally, personally and professionally with the public in a courteous and tactful manner.
- Work without immediate supervision.
- Remain calm and in control of potentially adverse situations.
- Plan and organize work activities and interact effectively with peers, superiors and the general public.

Training and Experience:

- Graduation from high school or equivalent.
- Two (2) years responsible experience involving a considerable degree of public contact and interaction.
- Technical course work or training in criminal and civil process procedures.
- Previous experience in a law enforcement environment is desirable.

In evaluating candidates for this position, the County may consider a combination of education, training and experience which provides the necessary knowledge, skills, and abilities to perform the duties of the position.