

## Process Server

### Sheriff

**Supervisor:** Sheriff or Chief Deputy  
**PayGrade:** LAW-2

**Revised:** 8/7/2006  
**FLSA Status:** Non-Exempt

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#### **General Statement of Duties:**

*The Process Server serves criminal and civil process including orders from the courts, District Attorney, Public Defender, Clerk of Courts, Judges, Child Support, and other attorneys. The Process Server is also responsible to provide back-up patrol services as is necessary including enforcing all the laws and ordinances of the state and county. The Process Server works under the supervision of the Sheriff.*

#### **Distinguishing Features of the Class:**

*This position serves process papers, oversees executions, replevin, and evictions and administers other disposition of property and repossessions as directed by the supervisor. The employee maintains a current warrant list and actively pursues valid warrants.*

#### **Examples of Work (Illustrative Only):**

*Serves all civil and criminal process;*

*Serves all execution, replevin, evictions, and repossessions;*

*Maintains accurate records of service for billing and verification of service reports;*

*Verifies that all copies are accurate for service and consistent with the original;*

*Locates individuals, researches police records, directories, and other documents, interviews attorneys, law enforcement personnel, postal employees, and others to locate individuals;*

*Serves arrest warrants, search warrants, and other court documents;*

*Assists prosecutors in the preparation of a case for trial and testifies in court as summoned;*

*Attends and participates in training as assigned; maintains knowledge of police patrol and general investigative procedures, policies and methods, incident documentation requirements, rules of evidence, individual restraint and control methods, and applicable statutes and ordinances;*

*Performs preventative patrol during the serving of process;*

*Continually observes for criminal activity, safety hazards, traffic violations, known offenders, neighborhood routines, and potential problem areas;*

*Handles complaints from the public;*

*Provides assistance to motorists and the general public;*

*Performs primary services deputy work on an as-needed basis which could include evidence collection, interviews and interrogations, traffic control, investigation, arrests and transportation, and report preparation.*

*Performs other duties as assigned.*

#### **Required Skills, Knowledge, and Abilities:**

*Thorough knowledge of the powers and duties of the Sheriff; thorough knowledge of department functions, procedures, and practices; thorough knowledge of the methods and practices in detection and apprehension of criminals; thorough knowledge of courtroom procedures, legal documents, and pertinent statutes and ordinances; thorough knowledge of criminal law; the ability to establish and maintain effective working relationships with staff, professional contacts, and the general public; excellent record-keeping skills; proficiency in the use of firearms; excellent physical conditioning; working knowledge of information systems (computerization); dependability, trustworthiness, and honesty; technical skills at a level to maintain officer certification; high standards of morals and ethics as is expected of a law enforcement officer; must be able to read, write, speak and understand English.*

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(Continued)

WPM N/A

**Lifting Required?** What would be routinely done or expected in this position.

10-Key N/A

#### **Qualification Requirements:**

*Associates Degree in: Criminal justice, police science, or 60 college credits or a bachelor's degree; certification by the state of WI Law Enforcement Standards Bureau as a law enforcement officer; one or more years experience in law enforcement; may have to qualify under specifications set forth in a contract between the Law Enforcement Association and the County.*

*Experience: Some*

*Any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.*

#### **Special Requirements & Certifications:**

*Valid driver's license;*

*Must be a certified officer in the state of Wisconsin.*

#### **ADA Requirements:**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*