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| <p><i>Code: 3272</i> <i>Title: PROCESS SERVER</i></p> |
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SUMMARY: Locates individuals and serves them with subpoenas, summons, writs of garnishment, mental commitment orders, notices of hearings and related legal documents, and documents such activities.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Receives and serves subpoenas, orders to show cause, writs of habeas corpus, writs of garnishment, mental health commitment orders and other legal documents by personal service in accordance with directions from the Courts or other authorized officials;

Arranges order of process deliveries, according to required timeliness of service required, ease or difficulty of locating named individuals and serving documents, etc.;

Locates individuals and properly serves process;

Documents and reports efforts and expenses in service of legal process and notices;

Maintains continuing contact with court staff, County attorneys, private attorneys and other required officials on pending services or to secure additional information to facilitate service;

Maintains required security and confidentiality of information encountered or developed in the course of assigned duties;

Uses computers/computer terminals for data retrieval and entry, maintenance of activity logs, expense records and related reports and records;

Maintains currency on rules and requirements for service, as determined by the Arizona Supreme Court, Arizona Rules of Civil Procedure and those courts for whom service of process is provided;

Operates and performs operator-level servicing of assigned County vehicles;

May testify in court as to service of legal documents.

KNOWLEDGE & SKILLS:

Knowledge of:

- rules and legal requirements governing service of process and related legal documents;
- methods of locating individuals, via personal contact, research of public and confidential court/law enforcement records, contact with individuals and other means;
- computer terminal/personal computer operation and relevant software programs to facilitate identification and location of subjects, and subsequent documentation of activities;
- required security and confidentiality measures for information encountered or developed during course of duties;
- requirements for safe operation and operator-level servicing of assigned vehicles.

Skill in:

- reading and interpreting court documents and other legal materials to determine time constraints for service, court appearance date(s), specific identification of individuals to be served, restrictions on service, etc.;
- serving, documenting and reporting legal process activity, delivery or attempts at delivery;
- locating individuals for service of legal process, through personal or telephonic contact with known associates, friends, family members, courts and law enforcement officers, attorneys, health/mental-health care facility staff members and others;
- researching databases and computer-based resources to facilitate subject location and delivery of process;
- determining sequence of work according to mandated rules of the courts or other officials;
- documenting expenses, mileage and other costs incurred in locating and serving individuals;
- communicating effectively, both orally (in person; telephonically, by radio) and in writing, with courts and law enforcement officers and staff, subjects, health-/mental-health care providers and staff, and others;
- reading and interpreting maps to determine locations, addresses and routes;
- operating and performing operator-level servicing of assigned County vehicles;

- effectively and safely interacting with individuals in potentially hostile or confrontational situations.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A high school diploma or GED certificate and two years of public contact experience in a legal, law enforcement, corrections/detention, courts or other public-sector setting;

OR:

(2) Six months of experience as a certified Law Enforcement Officer;

OR:

(3) Possession of a current Superior Court Process Servers Card issued per Arizona Rules of Civil Procedure, 4(e).

OTHER REQUIREMENTS:

Licenses and Certificates: A Superior Court Process Server's Card is required at the time of appointment, per Arizona Rules of Civil Procedure 4(e). A valid Arizona Class D Driver's License is required at the time of appointment.

Special Notice Items: Must be 21 years of age at time of appointment, per Arizona Rules of Civil Procedure 4(e). Maintenance of a current Superior Court Process Server's Card is a condition of employment; failure to maintain a current Card may be grounds for termination. All positions require satisfactory completion of a background investigation by law enforcement agencies or the courts, due to need for access to law enforcement, corrections or court facilities, records, communications and related materials. Some positions may require demonstrable fluency in English and a second language, as determined by the Appointing Authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.