

**PENOBSCOT COUNTY SHERIFF'S DEPARTMENT
JOB DESCRIPTION**

TITLE: **Civil Process Server**

DATE: **August 16, 2013**

APPROVED BY: *Sheriff Glenn Ross*

Replaces Job Description:

Dated: June 11, 2012

I. IDENTIFICATION:

Job Title: Civil Process Server

Location: 85 Hammond Street, Bangor, ME 04401

Reports to: Civil Process Sergeant

Supervises: N/A

II. JOB SUMMARY:

A Civil Process Server must meet hiring standards necessary to be commissioned as a deputy sheriff. This is a civil process server function of the Penobscot County Sheriff's Office. This position is responsible for the service of civil documents as issued by attorneys and the various courts. The Civil Process Server also serves documents issued pro-se by individual citizens. Generally a fee and mileage is charged by the server and that fee is forwarded to the Penobscot County Sheriff's Office and not retained by the full-time Civil Process Server. The server receives compensation through salary and benefits as a full-time employee. Work includes determining current addresses and risk factors of defendants through use of the Penobscot County Regional Computer System and the service of civil process to these individuals providing that the server has the authorized credentials. Work requires strength in public relations by establishing a rapport with the public and maintaining a high standard of professionalism. Work is performed under general supervision. This is an "at will" position at the discretion of the sheriff.

III. CORE ELEMENTS OF THE JOB:

A. Essential Job Functions:**

1. Knowledge of the laws, rules and regulations applicable to the service of civil process.
2. Knowledge of Sheriff's Office policies and procedures.
3. Knowledge of civil process document types and the related rules for proper service.
4. Possess knowledge of procedures for conducting Civil Orders of Arrest, Sheriff's Sales, Evictions and other various civil process actions.
5. Must be able to demonstrate proficiency and efficiency in the following areas:
 - a. Ability to work irregular hours.
 - b. Ability to operate a motor vehicle under normal conditions.
 - c. Ability to control distraught or aggressive persons.
 - d. Ability to communicate effectively.
 - e. Ability to write concise reports or affidavits as required under certain circumstances.
 - f. Ability to use and maintain equipment of the Penobscot County Sheriff's Office.
 - g. Ability to quickly assess available facts and make sound decisions.
 - h. Ability to work without immediate supervision.
 - i. Ability to use mace and firearms correctly. Civil deputies are not required to carry firearms but may do so upon joint agreement with the Sheriff. When this option is requested, the employee must fulfill all requirements of training and qualification as set forth in Policy 1.3 (Use of Force) and 1.3.10 (Firearms).
 - j. Ability to walk on uneven terrain, climb stairways, sit and drive, get in and out of vehicle.

B. Other Related Duties/Responsibilities:

1. In addition to the above essential job functions, other required job duties and functions will be expected to be performed by a civil process deputy. These duties will include but are not limited to the following:
 - a. Issuance of civil process in a zone or county wide as determined by the Sheriff.
 - b. Respond to requests for service as received through mail, police radio, pager or telephone.
 - c. Completes return of documents served.

- d. Assists emergency needs of public until public safety units arrive,
i.e. Traffic accidents, sickness, dangers to persons or property, etc.

IV. SPECIFICATION/QUALIFICATIONS:

A. Education/Training (Minimum required):

1. High school graduate or equivalent.
2. Previous experience in law enforcement preferred.
3. 200 hour Pre-service Law Enforcement Training preferred.

B. Job Related Experience:

1. Previous experience in document service preferred.

C. Special Job Requirements:

1. No criminal history or significant motor vehicle record.
2. Must have valid motor vehicle license.
3. Minimum 21 years of age.
4. Must pass functional job description, background check. Polygraph not required for this position.

D. Cognitive Requirements:

1. Must have ability to pass department pre-employment physical as per functional job description.
2. Must initially be medically cleared “fit tested” to wear respirator (N95 type) and then evaluated annually thereafter if the Individual is to have a law enforcement commission.

E. Work Environment:

1. Subject to change daily due to broad scale of duties.

V. PREPARATION/AUTHORIZATION:

Prepared 01-24-02

**External and internal candidates as well as job/position incumbents who become disabled, must be able to perform the essential functions either unaided or with reasonable accommodation, which will be determined by Management on a case-by-case basis.