

Polk County Sheriff' Office Job Description
1312 Court Process Server

March 3, 1994, Revised October 9, 2006

Position Concept:

The Court Process Server executes a variety of non-enforceable writs and other court related documents. The member performs clerical and operations duties specific to this position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Court Process Server may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Complete daily reports and forms
- Operate office equipment
- Attend training
- Serve process papers
- Conduct investigations
- Develop travel route
- Maintain vehicle
- Appear in court
- Operate a pager
- Transport court documents

Education, Professional Certification or License:

- High School or GED
- Valid Florida driver's license

Professional Experience:

- None Required

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Works in inclement weather conditions
- Occasional contact with irate persons

Required Skills and Knowledge:

Knowledge of:

- Court and/or hearing locations
- Court procedure
- PCSO policy and procedures
- Florida State Statues
- Appropriate forms
- Service of civil process
- Communications codes, signals and Unit identifications
- Pager operations
- Geographical area

Ability to:

- Perform minor vehicle maintenance
- Read and write English
- Work independently
- Operate office equipment
- Operate a motor vehicle
- Comprehend
- Read a map

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Skills:

- Analytical
- Basic mathematical
- Interpersonal
- Organizational
- Communications
- Computer
- Telephone

Physical Requirements:

- Sit for long periods
- Stand for long periods
- See at normal range or with accommodations
- Hear at normal level or with accommodations
- Speak English understandably
- Manual dexterity
- Ambulate independently
- Bend/Squat
- Walk
- Long term memory
- Lift 40 lbs.

For additional information on this position refer to the Job Task Analysis.