



Seminole County Sheriff's Office

CIVIL PROCESS SERVICE SPECIALIST

Class Spec Code: 1040

Established Date: 08/22/2019

Last Revised Date: 10/10/2022

Effective: 11/18/2022

Salary Range

\$16.50 Hourly

Bargaining Unit

N/A

EEO

EEO4-Professionals

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Service of non-enforceable civil process on behalf of the Seminole County Sheriff.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

Receive and serve civil process received through the Civil Section. Ensure compliance with Florida State Statutes and Rules of Civil Procedure. Document service within a database. Maintain files and records of court documents.

Search biographical data using multiple agency/external databases and other sources to locate persons for the purpose of serving civil process. Detailed searching required as outlined in Florida State Statutes to meet the due diligence search

requirement of parties to be served within Seminole County. Investigative skills are paramount to these tasks.

Answer telephone calls, respond to email correspondence and interact with the public.

Answer related inquiries from the public, agency personnel and agency partners.

Perform other duties as required or as may be necessary for the efficient and effective performance of the position.

Minimum Qualifications

- High School Diploma or GED; Associate's preferred
- Two (2) years related training and experience
- Consideration may be given to equivalent combination of related training, education and experience
- Must complete civil process server training and retraining annually
- FCIC/NCIC certification required within six (6) months of employment
- Must possess and maintain a valid Florida Driver's License

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Fluent in English, spelling and punctuation. Follow oral and written instructions.

Present ideas clearly and concisely both orally and in writing.

Ability to communicate effectively with the various Departments/Sections within the Sheriff's Office, outside agencies and the public.

Florida State Statutes as it relates to Civil Process and Procedure. Florida Rules of Civil Procedure.

Operate radio equipment, operate a mobile computer terminal, follow radio procedure and have the ability to read maps.

Work independently to achieve accurate and timely results. Make decisions based on factual data.

Maintain detailed and accurate records in the service of civil process. Data entry practices and principles.

Interact with the public in adverse situations while exercising a high degree of tact, diplomacy, and persuasion while using good judgment in seeking compliance in the service of civil process. Ability to demonstrate ethical and professional behavior.

WORKING CONDITIONS

The work environment is generally solitary in the community with some office duties.

Work is performed during normal business hours. Assignments may require adjustments to the work schedule to fulfill the needs of the section.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Operation of and frequent entry and exit from a motor vehicle; some standing and/or sitting for extended periods of time; walking for extended periods of time; occasional stooping, bending, ascend/descend stairs in excess of three stories; constant use of a computer; Lifting-Able to lift up to 25 pounds

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Dexterity-Frequent repetitive motion and reaching

Hearing/Talking-Constant requirement to hear normal speech; constant hearing on telephone/radio; constant talking on telephone/radio

Environmental- Limited exposure to varied weather conditions

Emotional/Psychological-frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. May include working weekends, nights, holidays, and/or overtime; May be required to respond for any critical incident, manmade or natural