

COUNTY OF SOLANO

PROCESS SERVER

Est.09/01

DEFINITION

Under general supervision responsible for serving civil or criminal process documents such as court orders, writs, affidavits, summonses, notices, subpoenas, and providing proof of service.

DISTINGUISHING CHARACTERISTICS

This is a single class position responsible for serving civil and/or criminal process documents. Incumbents in this class receive, review, plan and deliver documents necessary to assure needed witnesses are noticed as to the requirement for their presence in civil and criminal matters.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Receives legal process documents and written instructions for service of documents to litigants. Plans daily workload and route to facilitate the service process with a minimum travel.
2. Locates witnesses, makes positive identification of person being served and serves, court orders, writs, subpoenas, affidavits, summonses, or notices to witnesses for appearance in court.
3. Contacts employers, families, neighbors, and others to secure information regarding the whereabouts of individuals in order to effect the service process.
4. Informs persons served of the general contents of the documents served.
5. Prepares reports on documents served or attempted. Signs proof of service documents and maintains records
6. Transports witnesses for conferences or court appearances and informs witnesses when court is cancelled or postponed.
7. Is available during court sessions to serve witnesses and provide testimony regarding the Measures taken (due diligence) to locate witnesses.
8. Performs other related duties as assigned.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of experience, education, or training which demonstrates possession of and competency in the requisite knowledges and abilities. Typical qualifying experience and/or education would be:

Six months full time experience performing public contact work which may have included interviewing individuals; reviewing or explaining legal, insurance, financial or other comparable documents or information.

Or

Completion of 15 semester or 22.5 quarter units from an accredited college or university in criminal justice, paralegal, sociology, psychology or other related field.

Knowledge/Abilities

Thorough knowledge of basic administrative procedural processes or techniques for delivery and exchange of information; documentation and recordkeeping methods.

Ability to plan and organize daily workload; learn the procedure for the service of different types of legal documents; maintain simple recordkeeping systems; communicate effectively with people; develop information from the public and other sources to identify persons to be served; establish and maintain cooperative working relationships; and determine the appropriate course of action in emergency or unusual situations;

SPECIAL REQUIREMENTS

Possession of a valid Class C California Drivers License is required.

Must be able to work irregular hours, nights, weekends, and holidays as needed.

Positions allocated to this class may require bilingual skills.

Candidates considered for appointment are subject to a background check.

SUPPLEMENTAL INFORMATION:

Independent travel will be required

Department Head

Date

Est. 9/01

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