HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Process Server

Job Code: W2739
Pay Grade: WI
Pay Scale: $20.90-$31.92 Hourly; $43,472.00-$66,393.60 Annually
Exempt: No

OVERVIEW

Perform duties in the field serving subpoenas and court orders.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Receive and serve civil process such as subpoenas and court orders.
- Perform investigations to locate persons who have moved, are hostile, or otherwise attempting to avoid being served with court process.
- Prepare reports of services and make returns to courts of origin.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the laws and regulations governing the service of subpoenas, non-enforceable court orders, and notices.
- Some knowledge of court practices and procedures applicable to court process.
- Ability to follow oral and written instructions.
- Ability to prioritize work.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to pursue an evasive subject on foot, up or down stairs, over minor obstacles, or through rough terrain.
- Ability to recognize evasive subjects by photograph or personal descriptions.
- Ability to operate mobile voice and digital communications equipment.
- Ability to follow maps and street guides.
- Ability to operate a motor vehicle safely.
- Ability to read and comprehend job related materials.
- Willingness to interact with uncooperative or hostile members of the public.

SKILLS

- Court Procedures
- Judicial Courts
- Call Handling
- Researching
- Customer Service
- Multitasking
- Court Orders
- Subpoenas
- Detail-Oriented
- Reading Comprehension

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- Stand or sit at a workstation for prolonged periods and walk long distances.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- One year of public contact work experience.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.