



Seminole County Sheriff's Office

SR CIVIL PROCESS SERVICE SPECIALIST

Class Spec Code: 1050

Established Date: 08/09/2021

Last Revised Date: 10/10/2022

Effective: 08/25/2023

Salary Range

\$18.15 - \$27.23 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.

Administrator of the Electronic Law Enforcement Criminal Witness Subpoena program. Work with the State Attorney's Office and Clerk of Court to maintain and keep system and information up to date. Quality assurance and oversight for distribution of all law enforcement criminal witness subpoena distribution in Seminole County.

Quality Assurance of non-enforceable civil process in the Civil Section. Reviews

weekly reports of non-enforceable civil process in the Civil Section.

Maintain an up to date working knowledge of the Civil Process Office training program to serve as a back up to the position responsibilities should the resources be needed. Assist in training all new employee's to the Civil Section the policies and laws related to non-enforceable civil process service.

Receive and properly distribute civil process collected from the Civil Section office staff originating from attorneys and other jurisdictions/agencies for service in Seminole County. Ensures compliance with Florida State Statues as it pertains to Civil Process and Procedures. Document service in required databases and maintain files and records of court documents.

Search biographical data using agency databases and other sources to locate persons for the purposes of serving court process within Seminole County.

Takes telephone calls, responds to email correspondence, interacts with the public and answers related inquiries from the public, agency personnel and agency partners.

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

Complete civil process server training and retraining annually.

Complete and maintain FCIC/NCIC Certification within six (6) months of

employment.

Performs all other duties as assigned or required.

Minimum Qualifications

- Five (5) years of continuous service at SCSO as a Classifications Specialist
- Must have Meets Standards or higher overall on the most recent Performance Evaluation
- Must have no verbal or written reprimands within the last year to include formal corrective action plans
- Administrator proficiency of Electronic Law Enforcement Criminal Witness Subpoena Program
- Must maintain process server continuing education
- Must have no at fault traffic crashes within one (1) year
- 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 included scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Knowledge of business English, spelling, and punctuation.

Knowledge of data entry practices and principles.

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

Operate radio equipment; follow radio procedure; ability to read maps.

Ability to work independently to achieve accurate and timely results.

Ability to maintain detailed and accurate records in addition to maintaining the effective filing procedures.

Ability to communicate effectively with Departments/Divisions, outside agencies, and the general public. Ability to follow oral and written instructions and to make decisions based on factual data. Ability to present ideas clearly and concisely, both orally and in writing.

Ability to demonstrate ethical and professional behavior. Interact with the general public in adverse situations, exercising a high degree of tact, diplomacy, and persuasion while using good judgement in seeking compliance or alternate decisions to serve the civil process.

WORKING CONDITIONS

The work environment is generally field work with occasional office duties. The employee is assigned an agency vehicle for this assignment. Work is generally performed during normal business hours although the employee may be required to work any schedule that fulfills the needs of the position.

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 lbs

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 respectfully 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