



RISK & ASSOCIATES

County Civil Process & Judgment Enforcement

MCODSA Certified Court Officers, Deputy Sheriffs, Eviction Specialists & Process Servers

Process Server Job Description

Title:

Process Server

Objectives:

The primary objective of a process server is to serve legal documents issued by the Courts to include Subpoenas, Summons and Complaints, Small Claims, court orders and any other documents issued by Circuit, District or Probate Courts.

Essential Duties & Responsibilities:

1. Service of all legal process issued by the courts of Michigan, or any other court in accordance with applicable statutes and court rules.
2. Maintain proper reports/records relating to service of process.
3. Join and maintain active status membership with the Michigan Court Officer Deputy Sheriff, Process Servers Association (MCODSA) by attending training seminars annually.
4. Attain MCODSA Certified status within 12 months of hire date.
5. Any other duties as assigned by higher authority.

Minimum Requirements:

1. Must be at least eighteen (18) years of age.
2. Excellent verbal & written communication skills.
3. Ability to work independently with minimal supervision.
4. Ability to work with sensitive information and maintain confidentiality.
5. Must have and be proficient with computer, printer and scanner and have internet connection. (preferable high speed)
6. Must be bondable; must possess a valid State of Michigan driver's license without record of suspension or revocation in any State.
7. Must be able to pass a background check and drug screening.
8. Ability to successfully complete required training.
9. Must sign non-compete covenant.

Technology Requirements:

1. Computer or mobile device capable of supporting the County Civil Mobile Application, connecting to Internet, connecting to satellite GPS, and taking a digital photograph.
2. Reliable internet source via public Wi-Fi, private Wi-Fi or mobile broadband.
3. County Civil Mobil Application.
4. Cellular Telephone.
5. E-Mail.
6. Printer capable of printing both letter and legal size pages.

Physical Requirements:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such, but not limited to a; personal computer; scanner; calculator; copier and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching and handling, pushing and pulling. Ability to stand and walk for periods of time, often in adverse climactic conditions, while maintaining an alert mental condition.

Location & Hours:

Due to the nature of this position, the successful candidate will be available days, nights and weekends.

Supervision:

Works under the general supervision of the Operations Manager and Administrative Assistant.