



# Washington County Sheriff's Office Hagerstown, MD

## JOB DESCRIPTION

**TITLE: CIVIL PROCESS SERVER**

### JOB OBJECTIVES:

The primary objective of Civil Process Servers is to serve all legal process issued by the District Court of Washington County.

### CHARACTERISTICS OF THE ASSIGNMENT:

Characteristics of the duties of a Civil Process Server include legal process service as well as any other duties assigned by higher authority.

### ESSENTIAL DUTIES, RESPONSIBILITIES, AND TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Sheriff reserves the right to amend or deviate from this job description if, in his opinion, it is in the best interest of the Sheriff's Office.

1. Any duties as assigned by higher authority.
2. Service of all legal process issued by the District Court of Washington County.
3. Maintain proper reports/records relating to paper services.

### MINIMUM REQUIREMENTS:

1. Working knowledge of personal computers and various Microsoft Office programs.
2. Excellent verbal communication skills.
3. Excellent written communications skills; i.e., correct grammar, spelling, and sentence structure.

4. Possession of a valid driver's license.

NECESSARY SKILLS AND ABILITIES:

1. Ability to work independently with minimal supervision.
2. Ability to establish and maintain basic filing systems.
3. Ability to utilize personal computer.
4. Ability to work with sensitive information and maintain confidentiality.
5. Ability to successfully complete assigned training.
6. Ability to pass a comprehensive background investigation including (but not limited to) a physical examination, drug screening and a polygraph or other truth verification examination.

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 as, but not limited to a, personal computer, 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.