



**Rick Staly, Sheriff**

## **FLAGLER COUNTY SHERIFF'S OFFICE**

*"An honor to serve, a duty to protect."*

### **OPEN POSITION ANNOUNCEMENT**

<b>Job Title:</b>	<b>Civil Process Server – CIVILIAN</b>	<b>Posting Date:</b>	<b>Open Until Filled</b>
<b>Division:</b>	<b>Court and Detention Services</b>	<b>Supervisor:</b>	<b>Sergeant</b>
<b>Shift:</b>	<b>Part-time</b>	<b>Salary:</b>	<b>\$12.65</b>
<b>DUTIES AND RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"><li>• The Non-Enforceable Judicial Process Server position is responsible for serving non-enforceable process and court papers in various locations around the county.</li><li>• This position conducts limited inquiries to determine location of process to be served and performs other related duties.</li><li>• Follow and use Florida Law in the service of all process including any from another state.</li><li>• Adhere to agency General Orders.</li><li>• Demonstrate knowledge and skills needed to effect legal and proper services of process.</li><li>• Review all process for correct information prior to service.</li><li>• Prepares a route schedule for service of process.</li><li>• Prepare and check Sheriff's Return of Service and return all documentation to the office daily.</li><li>• Make notes and other comments dealing with the service on the worksheet and in the computer database.</li><li>• Maintain confidentiality, security of files, and information obtained in the course of employment.</li><li>• Report to a supervisor and work under various levels of supervision.</li><li>• Maintain a professional and respectful attitude and provide assistance to citizens, visitors, employees if needed.</li><li>• Communicate effectively with FCSO Communications and Civil Process employees.</li><li>• Operate an agency vehicle.</li><li>• Operate an agency computer and radio.</li></ul>			
<b>MINIMUM SELECTION CRITERIA:</b>			
<ul style="list-style-type: none"><li>• Must possess a valid Florida driver's license.</li><li>• Must be able to work on the agency computer and communicate with FCSO Communications via radio.</li></ul>			
<b>HOW TO APPLY:</b>			
Qualified applicants should submit their resume and cover letter to <a href="mailto:HR@flaglersheriff.com">HR@flaglersheriff.com</a> .			