

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 10/30/2014

Posting No.: 104

Position Title: Execution Deputy

Position No.: 7064

Department: Civil Process - Kansas City

Work Location: 415 East 12th Street - Kansas City MO

Work Hours: Hours vary - evenings and weekends as required

Salary: County Paid Position - Non-exempt Grade C 6 - \$15.71 Hourly

Salary Range For Internal/Rehire Applicants: \$15.71 - \$23.55 Hourly

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: www.16thcircuit.org. Fax No.: 816-881-3229. E-Mail Address: Jobs.16thCircuit@courts.mo.gov Employment Specialist: **Gail Cox**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 11/07/2014

POSITION PURPOSE AND EXAMPLES OF WORK:

To execute court order by levy and actual seizure of property, serve court-orders and perform service of process. Post eviction notices on businesses and residences; supervise the orderly eviction of defendants and personal property from premises in accordance with court ordered restitution; may serve summonses, summons of garnishment and orders of protection as necessary; seize personal property of defendants and judgment debtors by levy or pre-judgment attachment, and return seized property to plaintiff under order of delivery; serve pre-judgment attachments and garnishments to take possession of assets held by third party; review documents daily for timely service and determine daily route for efficient travel; ensure statutory requirements of execution duties and service of process are adhered to; contact law enforcement officials to be present at time of execution activity, if necessary; contact petitioners, plaintiffs, and attorneys to arrange time of evictions, seizures of property, and other matters; complete legal forms to accurately record date and time of activities and other occurrences; complete mileage reports, time logs, incident reports, and other reports; return non-executable documents to supervisor; post notices of auctions, perform auctions of personal property and accurately receipt and account for money; execute or serve any other papers of an unusual nature; answer plaintiff or petitioner inquiries regarding execution actions or court procedures within established guidelines; exercise precautions for personal safety on all activities and may utilize self-defense equipment which may include oleoresin capsicum (OC/pepper spray) and a Court-issued firearm. attend staff meetings, self-defense and other work related training; may perform duties of Process Server; perform service in other areas of the county outside of assigned geographical area as required; and perform related work as required.

MINIMUM EDUCATION AND EXPERIENCE:

High School diploma or equivalent. Three years work experience in service of process, law enforcement or other directly related fields. The following minimum requirements can also be achieved through any equivalent combination of education and experience which provide the required knowledge, skills, and abilities. Knowledge of court procedures, legal documents, laws and legal factors pertaining to civil law and service of process; ability to work flexible and non-traditional hours; knowledge of county areas and streets; ability to access buildings, businesses and residences including climbing stairs; ability to establish and maintain effective working relationships with others; ability to communicate concisely and effectively, both orally and in writing; ability to relate in professional fashion to individuals from a variety of cultural, economic and ethnic backgrounds; ability to understand and follow oral and written instructions; ability to make work decisions in accordance with laws, regulations and departmental policies and procedures; ability to read local maps; ability to lawfully operate a vehicle and in a safe and prudent manner; basic computer skills to include operation of a smart phone. Must have valid driver's license from state of residence. If driving non-court vehicle for court business, must have valid auto liability insurance and properly licensed vehicle. Must be able to provide proof of the above. **Required to successfully obtain firearm authorization and successfully complete court approved firearm qualification program and wear protective**

body armor. All applicants for this position are subject to testing for illegal drug use prior to appointment.
Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER