

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: 07/29/2015

Posting No.: 083

REPOSTED

Position Title: Process Server

Position No.: 7079

Department: Civil Process - Kansas City

Work Location: 1305 Locust Street - Kansas City MO

Work Hours: Flexible hours Monday thru Friday - some evenings/weekends

Salary: County Paid Position - Non-exempt Grade C 4 - \$12.39 Hourly

Salary Range For Internal/Rehire Applicants: \$12.39 - \$17.38 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 08/06/2015

POSITION PURPOSE AND EXAMPLES OF WORK:

To provide timely, efficient, and professional service of a variety of legal papers to individuals, businesses, and governmental agencies. Serve summonses, writs, court orders, orders of protection, summons of garnishment and various other documents on individuals, corporate officers, business owners and others by traveling in personal vehicle within county; may post or serve eviction notices as necessary; review documents daily for timely service and determine daily route to travel efficiently; complete service return forms to accurately record date and time of service, attempted service, revisions to service, significant occurrences, etc.; ensure statutory requirements of service of process are adhered to; contact plaintiff attorneys to determine accurate address, appropriate individual to serve, and problems with service; contact individuals to advise of service and determine best time and location, if necessary; question individuals to determine best accessibility to individuals to be served; contact law enforcement personnel to be present at time of service, if necessary; return non-est documents to supervisor; answer respondents' and defendants' inquiries regarding service or court procedures within established guidelines; exercise precautions for personal safety on all service and may utilize self-defense equipment, which may include oleoresin capsicum (OC pepper spray) and a Court issued firearm, depending on department; attend staff meetings, self-defense and other work related training; may 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:

One year work experience in law enforcement, service of process, or other related fields. High School graduate or equivalent. (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; some knowledge of county areas and streets; ability to work flexible and non-traditional hours; ability to access buildings, businesses and residences, including significant walking, standing and climbing stairs; ability to lawfully operate a vehicle and in a safe and prudent manner; 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 a 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 sound decisions in accordance with laws, regulations and departmental policies and procedures; ability to read local maps; basic computer skills to include operation of a smart phone. 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. **Must have a valid drivers' license from state of residence. If driving non-court vehicle for court business, must have current auto liability insurance & properly licensed vehicle, and 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.**

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER