HILLSBOROUGH COUNTY
SHERIFF'S OFFICE
DAVID GEE, SHERIFF Tampa, FL

joinhcso.com

Job Title: Process Server
Job Code: W2739
Pay Grade: WI
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview
Perform duties in the field serving subpoenas and court orders.

Job Duties and Responsibilities
Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Receive and serve civil process such as subpoenas and court orders.
- Perform investigations to locate persons who have moved, are hostile, or otherwise attempting to avoid being served with court process.
- Prepare reports of services and make returns to courts of origin.
- Perform other related duties as required.

Knowledge, Skills, and Abilities
- Working knowledge of the laws and regulations governing the service of subpoenas, non-enforceable court orders, and notices.
- Some knowledge of court practices and procedures applicable to court process.
- Ability to follow oral and written instructions.
- Ability to prioritize work.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to pursue an evasive subject on foot, up or down stairs, over minor obstacles, or through rough terrain.
- Ability to recognize evasive subjects by photograph or personal descriptions.
- Ability to operate mobile voice and digital communications equipment.
- Ability to follow maps and street guides.
- Ability to operate a motor vehicle safely.
- Ability to read and comprehend job related materials.
- Willingness to interact with uncooperative or hostile members of the public.

Minimum Qualification(s)
Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from high school or possession of a GED Certificate; and
One year of public contact work experience; and
Possession of a valid Driver License; and
Be 18 years of age or older.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.