



COUNTY OF WINNEBAGO

TO: ALL APPOINTED AND ELECTED OFFICIALS
FROM: HUMAN RESOURCES DEPARTMENT
DATE: JULY 3, 2013
SUBJECT: BARGAINING UNIT VACANCY

Please post in your department for a period of six (6) business days. Applications may be completed in the Human Resources Department, Administration Bldg. 404 Elm Street Room 220, Rockford IL 61101.

CIVILIAN CIVIL PROCESS SERVER

SALARY: GRADE IX, \$14.54 PER HOUR

DEPARTMENT: SHERIFF

JOB RESPONSIBILITIES:

Under general supervision of the Legal Process Supervisor, serves all Civil Process as directed to the Sheriff in a professional and timely fashion; ensures that all legal requirements are observed during service.

Delivery of any item of Civil Process that is complete with the act of delivery and that does not require physical or legal seizure of a person or thing.

Recognize and serve legal documents that are not mandated to be served by law enforcement personnel in accordance to Illinois Statute; and follow any written instructions provided with the process.

Properly fill out service return information required on each document.

Properly complete all aspects of the worksheet.

Route and prioritize papers in accordance to service time and court date.

Communicate through personal, telephone, written and message contact.

Performs other duties as required or assigned.

JOB REQUIREMENTS:

Knowledge, skill and mental development equivalent to the completion of four years of high school.

Minimum age of 21 years.

Possession of a valid Illinois Class "D" Vehicle License.

Knowledge in and experience of Legal Process.

Ability to successfully complete all required probation and training programs.

Good knowledge of city and county streets and roads.

Ability to operate a motor vehicle in all types of weather conditions.

Strong organizational skills to plan and review daily routes and papers.

Ability to establish and maintain satisfactory working relationships with department.

Ability to communicate effectively both orally and in writing.

POSTED: 7/3/13

EOE/MF

EXPIRES: 7/11/13