NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Process Server	CODE: 02081
	MAJOR AGENCIES: County Sheriff	JURISDICTION: County

FUNCTION: Under general supervision from administrative supervisor serves writs & processes issued by court, may be assigned additional duties at discretion of sheriff which might include, but not be limited to, prisoner security duties, order & security in courtroom & writing of subpoenas & court summons;

- PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1		Serves individuals with summons, subpoenas, attachments, & other legal notices as issued by courts.	Knowledge of (1) public relations, (2) state & county rules & regulations regarding process serving*; ability to (3) apply principles to solve practical, everyday problems, (4) read simple sentences with common vocabulary (5) handle sensitive inquiries from & contacts with officials & general public, (6) demonstrate physical fitnes
2		Performs clerical duties in relation to serving of processes & prepares & maintains records of time, place & manner of serving legal notices & other detailed records as might be required.	Knowledge of 2*; ability to 3, (7) calculate fractions, decimals & percentages, (8) maintain accurate records, (9) gather, collate & classify information about data, people or things.

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*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1 mo. training &/or exp. in public relations; or equivalent. Valid driver's license.	TRAINING & DEVELOPMENT:

FORM ADM-4134

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