

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

PART-TIME PROCESS SERVER (PS101592)

DEPARTMENT: CLERK OF COURT'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Serve notices of book-keeping rule to show causes, employer hearings, juror summons, financial documents for the Department of Social Service and other court related documents. Represent the Clerk of Court's office in hearings on Family Court Rules and assist with Rule to Show Cause court hearings. Assist with the preparation of documents for Family Court. Prepare and maintain accurate records regarding service documents for daily reports. Maintain a positive working relationship with the Sheriff's department and keep an open line of communication available for assistance. Testify in court on the service process for various cases as required. Transport court documents to other courts and agencies as needed. Prepare required administrative reports such as mileage, record keeping, vehicle maintenance needs, supplies, etc. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent and one (1) year related work experience required. Law Enforcement and/or Process Server experience preferred.

Must have and maintain a valid South Carolina Driver's License with a safe driving record.

Must have or be able to obtain a Certified First Aid certificate within six (6) months of employment.

Knowledge of Berkeley County areas highly desirable.

Knowledge of rules, regulations, laws and procedures relative to Family Court preferred, but not required.

Must have excellent communication skills and be able to work in a high risk and stressful environment.

Must have the ability to exercise judgment and discretion in interpreting and applying various legal procedures and maintain working relationships with other courts, law enforcement, and supporting agencies at all levels.

Basic office equipment and personal computer experience preferred.

Departmental testing may be administered during interview

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Child Support Supervisor. This position will not exceed 29 hours per week. Normal operating hours are Monday through Friday from 8:00a.m. until 5:00p.m. with the ability to work after hours when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. Must also be able to work weekends when special projects are assigned. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

PT Process Server – Grade: 105

Entry Level Hourly Pay Range: \$11.65 - \$13.40

Date of Posting: 08/17/2017

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.