

ADMINISTRATIVE PROCESS SERVER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising the operations of the civil division of the Sheriff's Department. The work is performed under the general supervision of the Sheriff. The work is reviewed primarily through review of reports. Supervision is exercised over the work of the personnel assigned to the civil division. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises and participates in the location of subjects and the service of civil processes, judgments and executions;

Instructs personnel in proper procedures;

Supervises the maintenance of agency records;

Prepares detailed narrative, statistical and financial reports;

Answers difficult inquiries on civil matters;

Supervises the holding of sales;

Operates, on occasion, a motor vehicle in the performance of duties;

Attends meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operations, practices and procedures of the civil division of the Sheriff's Department; thorough knowledge of the laws, rules and regulations pertaining to the service of civil processes, judgments and executions; good knowledge of the methods of keeping financial accounts and records; ability to supervise the work of others; ability to prepare detailed narrative, statistical and financial reports; ability to get along well with others; ability to be courteous yet firm with the public; ability to operate a motor vehicle; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in serving civil processes, judgments and executions; OR
- B. Three (3) years of experience as described in A above; OR
- C. An equivalent combination of training and experience as indicated in A and B above.

Special Requirement: At time of appointment, candidates must possess a valid New York State Driver's License.

ULSTER COUNTY
0120 ADM PRC SV

Adopted: February 18, 1999
Revised: May 5, 1999