

NOTICE OF JOB OPENING

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Posting Begins	December 8,2016	Posting Ends	January 11, 2017
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Position Title	PROCESS SERVER
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Department	Court Process Server's Office	Division	
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	710 N. 7 th St., 5 th Floor Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: Responsible for serving court papers and preparing service returns in order to meet court deadlines. Serves court documents, testifies in court about process of service activities. Provides administrative support to include copying and filing court process papers. Prepares journal entries, files documents, and performs general clerical duties.

MINIMUM QUALIFICATIONS: High School Diploma or General Equivalency Degree (G.E.D.); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Knowledge of court system, excellent customer service skills, valid driver's license and valid auto insurance is required (use of insured personal vehicle with mileage reimbursement). Excellent oral and written communication skills. If scheduled for an interview, the candidate will be required to complete assessments which will vary by positions: Typing (speed and accuracy), Data Entry, Spelling, Grammar, Math, Copying Numbers and Alphabetizing.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$13.05-\$15.44/hr	PI #	6172, 6176	Class. Code	5320
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Extend 12/22/16

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBIT PROOF OF IDENTITY AND
EMPLOYMENT ELIGIBILITY
EOE**