



OFFICE OF THE STATE ATTORNEY  
10TH JUDICIAL CIRCUIT

**STATE ATTORNEY BRIAN HAAS**

SERVING POLK, HIGHLANDS, AND  
HARDEE COUNTIES

## JOB ANNOUNCEMENT

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<b>JOB TITLE:</b>	<b>Process Server I</b>	<b>CLOSING DATE:</b>	<b>Until Filled</b>
<b>DEPARTMENT:</b>	<b>Investigations</b>	<b>WORK SCHEDULE:</b>	<b>M-F 8AM-5PM</b>
<b>CLASS CODE:</b>	<b>6615</b>	<b>JOB LOCATION:</b>	<b>Bartow</b>
<b>PAY GRADE:</b>	<b>45</b>	<b>FLSA STATUS:</b>	<b>Included</b>
<b>SALARY RANGE:</b>	<b>\$40,000.00</b>	<b>RETIREMENT:</b>	<b>Regular</b>
<b>EEO CODE:</b>	<b>03</b>		
<b>POSTING DATE:</b>	<b>9/3/2024</b>		

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### **DISTINGUISHING CHARACTERISTICS OF WORK:**

This is responsible work in processing and serving subpoenas or other legal documents for a State Attorney or an Assistant State Attorney.

An employee in a position allocated to this class is responsible for locating witnesses and serving subpoenas.

Work is performed under the close supervision of a higher-level employee and is reviewed through reports and conferences for the achievement of desired results.

### **ILLUSTRATIVE DUTIES:**

- Independently process and serves subpoenas and other legal documents;
- Locate witnesses being served;
- Gather information regarding the alleged crime;
- Locate place of employment and/or residence of witnesses using all available resources;
- Make reports to the attorney orally concerning progress or completion of assignment;
- Assist in performing routine investigations when required;
- Testify in court when called upon;
- Transport witnesses to and from court when required;
- Supervise and/or train staff as needed;
- Performs related work as required;
- Bilingual employees will assist in translations and interpretations as needed;

### **ESSENTIAL JOB DUTIES:**

- Dependable and routine attendance during scheduled hours;
- Ability to focus and pay attention to detail;
- Ability to read and comprehend;
- Ability to work occasional, approved overtime;
- Efficient typing skills;

- Effective and efficient communication skills and ability to interact professionally with other employees, members of the public and stakeholders;
- Perform quality work within deadlines;
- Ability to operate a computer and other office machinery;
- Ability to answer phone and take messages as required;
- Ability to read and follow rules, regulations, policies and procedures;
- Work effectively as a team contributor as well as independently;
- Maintain a valid Florida Driver's License;
- Obtain and maintain process server license;
- Comply with all Public Records statues and policies;
- Travel as required

**NOTE: DUTIES ARE ILLUSTRATIVE AND NOT EXHAUSTIVE. THE OMISSION OF SPECIFIC STATEMENTS OF DUTIES DOES NOT EXCLUDE THEM FROM THE POSITION IF THE WORK IS SIMILAR, RELATED, OR A LOGICAL ASSIGNMENT TO THE POSITION.**

#### **EDUCATION/MINIMUM QUALIFICATIONS:**

A high school diploma or equivalency and one (1) year of law enforcement experience. Must have and maintain a valid Florida Driver's License.

#### **ALTERNATIVE TRAINING AND EXPERIENCE:**

- Graduation from an accredited four-year college or university;
- Related work experience may be substituted on a year-for-year basis;
- Possess a State of Florida, Division of Criminal Justice, Standards and Training Certificate.

#### **PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands and fingers to maintain files, supplies, and documents. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds;
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust to focus;
- The noise level in the work environment is usually moderate;
- Applicant must have the physical, developmental and mental ability to perform job tasks, work efforts, responsibilities and duties of the job illustrated above. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **BENEFITS:**

Benefits include, but are not limited to, health, dental, vision, life, paid annual and sick leave, paid state holidays, and a State retirement package. State employees are required to participate in the State of Florida Direct Deposit Program and contribute 3% of monthly gross (pre-tax) to the Florida Retirement System.

## **POLICIES:**

The State Attorney's Office has a drug-free policy, harassment-free workplace policy and professional conduct is required. Employees must practice safe workplace procedures and follow policies and procedures regarding confidentiality and honesty. Employees must maintain satisfactory work attendance and job performance level.

Applicants considered for employment will be required to pass a comprehensive background check including fingerprinting. We hire only U.S. Citizens and those lawfully authorized to work in the U.S. The State Attorney's Office, through the Justice Administrative Commission, participates in the U.S. Government's Employment Eligibility Verification Program (E-Verify). E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9).

## **HOW TO APPLY:**

Interested applicants may complete and submit their [application](#) through the Florida Department of Management Services, People First career service center. For more information about the position, please contact:

**Nicki Offermann  
Personnel Director  
State Attorney's Office  
255 North Broadway  
Bartow, FL 33830  
Telephone: (863) 534-4898  
Fax: (863) 534-4820**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

This position is open to internal and external applicants. We reserve the right to consider State Attorney's Office employees for promotion or transfer prior to contacting persons not employed by the State Attorney's Office.

All offers of employment will be conditioned upon a satisfactory criminal history background check.