



Constable
Magistrate Court

MC/3
Grade 14/Non-Exempt

JOB SUMMARY

This position is responsible for serving civil papers and other legal processes of the Magistrate Court.

MAJOR DUTIES

- Receives and serves civil papers and other legal processes of the Magistrate Court.
- Locates respondents, defendants, and recipients of civil papers and legal processes to ensure the proper delivery of court documents.
- Serves civil suits, garnishments, eviction notices, foreclosures, writs, and other legal materials.
- Oversees court-ordered evictions at the scene of the eviction to ensure the processes are conducted in a lawful manner.
- Resubmits incorrect address papers to the plaintiffs.
- Enters copies of served papers into record book and computer.
- Attends Magistrate Court hearings/trials.
- Prepares activity requests.
- Completes required reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, county ordinances, and department policies and procedures.
- Knowledge of the procedures and practices involved in receiving and issuing civil papers and other processes of the Magistrate Court.
- Knowledge of plaintiff and defendant rights.
- Knowledge of the geographical layout of the county.

- Knowledge of the Magistrate Court system and judicial procedures.
- Knowledge of law enforcement practices and procedures.
- Skill in serving civil papers and legal processes.
- Skills in operating a computer.
- Skills in public and interpersonal relations.
- Skill in operating an automobile, firearm, and other standard and specialized equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Chief Magistrate assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Official Code of Georgia, the Uniform Rules of the Magistrate Court, civil process protocols, county ordinances, orders from the Chief Magistrate, and court orders. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical law enforcement duties. The potential for emergencies when serving court documents contributes to the complexity of the work.
- The purpose of this position is to serve important Magistrate Court documents. Successful performance contributes to the efficiency and effectiveness of court operations.

CONTACTS

- Contacts are typically with co-workers, other county employees, law enforcement personnel, attorneys, other court personnel, and members of the general public.
- Contacts are typically to exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects and distinguishes between shades of color, and use physical force necessary to arrest and restrain persons.

- The work is typically performed in an office, outdoors, and in a vehicle, occasionally in cold or inclement weather. The employee may be exposed to dust, dirt, grease, inclement weather and life-threatening situations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.