

**FORT BELKNAP INDIAN COMMUNITY
CHILD SUPPORT PROGRAM**

TITLE: Process Server

WAGE: \$20.00

SUPERVISOR: Director – Title IV-D

STATUS: Permanent/Half Time, 20 hours per week

GENERAL DESCRIPTION OF DUTIES:

The Process Server's primary objective is to serve court orders and processes, ie. summons and subpoenas. Records time and place of delivery; may deliver general messages and documents between courts, attorneys, and FBCSP office. Will also transport FBCSP clients to necessary child support hearings and court appearances. Pre-employment drug screening and background check required.

DUTIES & RESPONSIBILITIES

1. Conduct an investigation to identify and locate proper person to be served court documents, court orders and processes, such as summonses and subpoenas.
2. Maintain maintenance for assigned vehicle.
3. Transport FBCSP clients to necessary child support hearings and court appearances.
4. Make sure all routes and schedules are maintained to meet the transportation needs of FBCSP clients.
5. Maintain a mileage log.
6. Deliver general messages and documents.
7. Occasional delivery of general messages and documents to Fort Belknap Tribal Court, and any other necessary programs/businesses for delivery of documents and/or messages.
8. Maintain proper reports/records.
9. Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
10. Maintain and submit a weekly report to FBCSP Director on activities.
11. Maintain strict client/department confidentiality
12. Other duties as assigned.

EDUCATION AND EXPERIENCE

Preferred: 2 years of higher education

Minimum: High school diploma or its equivalent

Preferred: 2 years of related experience

Minimum: 6 months of related experience

JOB REQUIREMENTS

Maintain proper reports/records relating to paper services. Have knowledge of computers and various Microsoft Office programs. Must have excellent communication skills, written communication skills; i.e., correct grammar, spelling, and sentence structure. Must have the use of sensory skills in order to effectively communicate and interact with other employees.

Critically important components of job:

Ability to cope with irate persons.

Must appear in required court appearances.

Must have research and investigative skills.

SPECIAL CONDITIONS

Applicant must possess and maintain a valid Montana Driver's License.

Applicant must be eligible to be covered by the Tribal Master Insurance Policy as well as necessary Bonding.

Must have a dependable, insured vehicle.

Incumbent will be subject to and comply with the Fort Belknap Indian Community Substance Abuse Prevention, Drug/Alcohol Testing Policy.

Comply with Fort Belknap Child Support Program Confidential policy.

Immigration Reform and Control Act: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

EMPLOYEE DECLARATION

I UNDERSTAND that this position as all positions with the Fort Belknap Indian Community and Tribal Enterprises are subject to random drug and alcohol screening-testing following any on-the-job injury and/or when a supervisor reasonably believes an employee is unfit for duty. I also understand that if I refuse to test or test positive, I will be subject to termination from employment.

By signing, I declare that I have discussed the above outlined job duties with my immediate supervisor and understand that these duties will serve for performance evaluation in the future.

Employee Signature

Date

Supervisor Signature

Date