

Job Posting
Milwaukee County District Attorney's Office
Process Server

The Milwaukee County District Attorney's Office is seeking qualified individuals to fill a Process Server vacancy in the Victim Witness Services Division. This is an hourly position (maximum 19 hours a week). The individual hired is required to reside within Wisconsin as a condition of employment.

The Process Server is responsible for locating and serving subpoenas to witnesses on criminal cases. The Process Server is assigned a work schedule of 4.7 hours/day, four days/week, including some Saturdays. They utilize a District Attorney's Office vehicle and generally work with a partner, but not always. A valid Wisconsin Driver's License and good driving record are required.

Salary: \$16.4979 - \$23.9977/hour

TO APPLY: Please submit a cover letter and resume to the District Attorney's Office in care of Debra Davidoski, Director of Victim Witness Services Division or emailed directly to Debra Davidoski, debra.davidoski@da.wi.gov. Questions may be addressed to Debra Davidoski via email or 414-278-4650.

Application closes April 3, 2020 or until a suitable candidate is hired.

Milwaukee County District Attorney's Office
821 W. State Street, Room 405
Milwaukee, WI 53233

.....
MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES

POSITION DESCRIPTION

OFFICIAL TITLE OF POSITION: Process Server

NAME OF PRESENT INCUMBENT:

DEPARTMENT: District Attorney's Office

DIVISION: Victim Witness Services Division

REPORTS TO (Name & Title): Victim Witness Supervisor

TITLE CODE: 84340

POSITION NUMBER:

PAY RANGE: 15Z

TYPE OF POSITION: (Check One) FT PT X Hourly Seasonal

PURPOSE OF POSITION: Locate and serve witnesses with subpoenas and other legal papers and court related documents.

DUTIES YOU PERFORM: Describe in detail the work you do, listing most time consuming duties first.

1. Locate and serve witnesses with subpoenas and court related documents to ensure their appearance in court; assist in establishing communication between witnesses and Victim Witness Advocates; relay special concerns involving appearance in court to Victim Witness Advocates.
2. Perform comprehensive investigations into the whereabouts of hostile or evasive witnesses, and serve those witnesses with subpoenas.
3. Maintain communication with prosecutors regarding case status for special, hostile, or evasive witnesses.
4. Convey to witnesses the importance of their role and persuade reluctant witnesses to establish communication with this office.
5. Assist in the administrative record-keeping required to monitor the workflow of subpoenas and related court documents and the status of service on particular cases.
6. Transport witnesses, documents, and or bus tickets as needed.
7. Assist in obtaining maintenance for office vehicles and reporting damage.
8. Other duties as may be required.

KNOWLEDGES, SKILLS & ABILITIES: Indicate a corresponding knowledge, skill and/or ability required for each of the above indicated duties.

1. Ability to work in a pleasant and helpful manner with the general public, county officials, law enforcement, other employees and members of various service provider agencies and organizations. Must be able to maintain good working relationships.
2. Ability to organize a large volume of work quickly and accurately under pressure, keep legible and accurate records, document work in the records management system, and communicate effectively.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or Equivalency

Experience: Six month's experience with a police or criminal justice agency, collections, or as a student intern with a police or criminal justice agency, preferred.

Licensure/Certification/Registration: Valid Wisconsin Driver's License

Physical Requirements/Demands: General good physical condition.

Work Environment: Milwaukee County Safety Building, 821 W. State Street, Milwaukee, Milwaukee County District Attorney's Office Victim Witness Services Division and travel throughout Milwaukee County. Generally works 4.7 hours, 4 days/week, Monday through Saturday, dayshift. This is an hourly position with a maximum of 19 hours/week.