



COUNTY OF SAN DIEGO
JOB ANNOUNCEMENT
PROCESS SERVER
RECRUITMENT NO. 06576205

SALARY: \$1,080.00 - \$1,312.80 biweekly; \$28,080 - \$34,133 annually

FILING DEADLINE:

JOB SUMMARY: Process Servers are allocated only to the Office of the District Attorney. Incumbents in this position directly and indirectly support the District Attorney's investigations; serve civil and/or criminal process including subpoenas, summonses, and notices throughout the County to witnesses; assist District Attorney Investigators and other personnel with non-enforcement duties; utilize law enforcement computer systems for identifying and locating persons, and verify criminal history; conduct lower-end investigations and interviews in locating and identifying persons to be served; and may provide information over the phone to the public and other law enforcement agencies.

REQUIREMENTS: Qualified applicants must:
(1) Possess a high school diploma or have passed the General Education Development Test (GED);
AND
(2) Be a United States citizen; **AND**,
(3) Be at least 18 years of age at time of appointment.

ALSO REQUIRED: **(1)** A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle. **(2)** Occasional evening work may be required. May also have to work at different locations as assigned. May come in contact with irate individuals. **(3)** Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test. **(4)** Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months.

EVALUATION: Qualified applicants will be placed on a six-month employment list with scores received during the evaluation of information contained in the employment application and supplemental application form.

HOW TO APPLY: Employment applications can be accessed on-line from the Job/Current Recruitments section of the County of San Diego website at www.sdcounty.ca.gov. **All required documents must be submitted immediately with your application in order to determine your eligibility to compete.** Documents may be faxed to the Department of Human Resources at (619) 685-2458. You may also pick up and submit your application to the Department of Human Resources along with your attachments to the address listed below. For additional information or accommodations, contact Larise Baker at 619-531-5610 or Larise.Baker@sdcounty.ca.gov.

CLASS NO. 5762 / DHR1 & SAF

(06-15-06)

Department of Human Resources

1600 Pacific Highway, Rm. 207, San Diego, CA 92101; Information: (619) 236-2191; FAX: (619) 685-2458; (MS: A-8)

An Equal Opportunity Employer

SD SHRM 2005 Workplace Excellence Award Winner

<http://www.sdcounty.ca.gov>

24-Hr. Recorded Job Line: (619) 531-5764; Toll Free Job Line: (866) 880-9374

DHR Telecommunications Device for the Deaf: (619) 531-5362

Hearing Impaired, California Relay Service: 800-735-2929

GENERAL EMPLOYMENT INFORMATION

Applications for Employment.

Applications must be legible and complete (including licenses, certificates, transcripts, and the Supplemental Application Form, if required). All information is subject to investigation and verification.

Application Filing Deadline. Applications must be *received* in the Department of Human Resources *by 5:30 p.m. on the filing deadline* shown on the Job Announcement. Postmarks are not accepted. If no filing deadline is shown, applications will be accepted on a continuous basis and subject to closure without advance notice. Applications should be filed promptly.

Accommodations. Persons with disabilities can make arrangements for accommodations during the evaluation and selection process by contacting the Department of Human Resources. Applicants who cannot participate in tests administered on Saturdays, due to religious reasons, may submit a written request for alternative arrangements. The request must be signed by the applicant's religious leader and be received in the Department of Human Resources in advance of the scheduled Saturday test.

Age. The minimum age is 18 years old unless otherwise stated on the Job Announcement

Benefits. Vacation, sick leave and holidays; health, dental, vision and life insurance; retirement system integrated with Social Security; Suggestion Award Program; membership in the San Diego County Credit Union; in-service training and tuition reimbursement for pre-approved course work. All newly hired employees, unless represented by the DA, PD, and PM units, are required to utilize electronic direct deposit of their paychecks to the bank or financial institution of their choice.

Certification. As vacancies occur, positions in County departments are filled from the appropriate employment list. Top scoring candidates' names are forwarded to the hiring department for consideration and the candidates will receive certification notices. Those not selected for employment will remain on the employment list for future hiring considerations.

Change of Address. Candidates are responsible for submitting changes in addresses or phone numbers to the Department of Human Resources at (619) 236-2191.

Child Care Center. Care for children between the ages of 2 and 5 is available. For information: (858) 292-7586.

Citizenship Requirements and Immigration Status. Pursuant to the Federal Immigration Reform and Control Act, the County hires only U.S. citizens and lawfully authorized alien workers. Every new hire will be required to complete an Employment Verification Certification (Form I-9). Individuals employed in executive-level positions or in positions subject to Peace Officer Standards and Training must be citizens or permanent residents of the U.S.

Convictions. Felony and misdemeanor convictions **MAY BE** disqualifying.

Drug and Alcohol Policy. The use of illicit drugs and alcohol is not permitted in the workplace. This County policy is vigorously enforced. Employees who violate this policy are subject to disciplinary procedures which include termination.

Educational Requirements. For U.S. college or university degrees to be considered, the institution or program must be accredited by an agency recognized by the U.S. Department of Education. For degrees received outside of the U.S. to be considered, applicants must submit an educational evaluation report from a member of the National Association of Credential Evaluation Services.

Equal Employment Opportunity Policy. The County of San Diego is an equal opportunity employer. Women, minorities and persons with disabilities are encouraged to apply.

Pre-Employment Requirements. Appointment to County service is contingent upon successful completion of pre-employment medical examinations which include drug and alcohol screening. Positions require a background investigation, which may include a polygraph examination and a psychological evaluation. All candidates must demonstrate the ability to perform the essential functions of the position.

Premiums. Some positions in specified classes pay additional premiums for certain requirements of the position (e.g., night shift, work location), or employee (e.g. bilingual skills, licenses).

Probationary Period. Individuals accepting permanent appointments must successfully serve a 6-month, 12-month, or 18-month probationary period, depending on job classifications.

Promotional Recruitment. Limited to employees in the County Service who received their appointment from an employment list, individuals on County reinstatement lists, employees on authorized leave of absence, or individuals on re-employment lists as a result of County lay-off. Applicants who terminate County employment will no longer be eligible pursuant to Civil Service rule 2.1.6(k).

Recruitment Appeals. Objections to the recruitment or its parts shall be petitioned in writing to the Director, Department of Human Resources and include specific facts to support the objection and a proposed remedy. The following time limits shall apply: a) Objections to the administration or a part of an examination shall be petitioned to the Director at the time of administration or no later than 5 work days of the occurrence of the examination part; b) Objections to the results of an examination shall be petitioned to the Director no later than 10 calendar days from the date results are postmarked.

Written multiple choice answer sheet scoring may be checked within 10 calendar days from the postmark on the test results notice.

Series Recruitment. Applications are accepted on an on-going basis, as employment needs require. Applicants cannot apply more than once under the same recruitment number.

Social Security Card. Must be presented at the time of employment.

Veterans Preference Points. Eligible individuals are those who: have *not* been employed since leaving the military, served within the last 8 years during a time of war or national emergency, and are not retired veterans. Eligible individuals also include: Veterans with a service-connected disability received during a war or campaign; spouses of war veterans who died or were totally disabled. Copies of DD214, Veterans Administration documentation, marriage certificates, death certificates, and proof of eligibility are required at the time of application.



Great Government Through the General Management System - Quality, Timeliness, Value

COUNTY OF SAN DIEGO - DEPARTMENT OF HUMAN RESOURCES

1600 Pacific Highway, Room 207, San Diego, CA 92101-2463 (MS A-8)
General Information: (619) 236-2191
24-hour Job Line: (619) 531-5764
TDD: (619) 531-5362 Toll Free: (886) 880-9374
Fax: (619) 685-2458

Instructions:

- Use ink
- Use Capital letters
- Avoid edges of boxes
- Left justify all entries
- Fill in circles
- Fill out form completely
- * Required Field

A B C 0 1 2 3

Yes: No:

EMPLOYMENT APPLICATION

NOTE: All materials required, if applicable (transcripts, licenses, certificates, etc.) MUST be received immediately upon submitting this application. Failure to submit applicable documents will result in your elimination from the examination process.

* SOCIAL SECURITY NO:

* RECRUITMENT NO:

Grid for Social Security Number

Grid for Recruitment Number

* RECRUITMENT TITLE:

Grid for Recruitment Title

* FIRST NAME:

MI:

Grid for First Name and Middle Initial

* LAST NAME:

Grid for Last Name

* MAILING ADDRESS:

Grid for Mailing Address

* CITY:

* STATE: * ZIP CODE:

Grid for City, State, and Zip Code

* PHONE NO. UNTIL 5 PM:

PHONE NO. AFTER 5PM:

Grid for Phone Numbers

area code

area code

EMAIL(optional):

Grid for Email Address

YOU WILL BE CONSIDERED ONLY FOR JOBS WITH WORK CONDITIONS YOU SELECT. PLEASE FILL ALL CIRCLES THAT APPLY.

TYPE OF POSITION YOU WILL ACCEPT:

WORK LOCATIONS YOU WILL ACCEPT:

* You must select at least 1 option

- Permanent Full Time
Permanent Part Time
Temporary Full Time
Temporary Part Time

* You must select at least 1 option

- SAN DIEGO: Downtown, Coastal, Loma Portal, Mission Valley, North Park
SOUTHEAST SAN DIEGO: Market Street/Ocean View Boulevard
CLAIREMONT MESA/KEARNY MESA
SOUTH BAY: Bonita, Chula Vista, Imperial Beach, National City, Otay, San Ysidro
EAST COUNTY: El Cajon, Lakeside, La Mesa, Lemon Grove, Santee, Spring Valley
NORTH COUNTY: Encinitas, Oceanside, Solana Beach, Vista
NORTH COUNTY INLAND: Escondido, Fallbrook, Poway, San Marcos, Valley Center
RURAL EAST COUNTY: Alpine, Boulevard, Campo, Crest, Descanso, Jacumba, Pine Valley, Potrero
BORREGO SPRINGS, JULIAN, RAMONA

TYPE OF WORK SCHEDULE YOU WILL ACCEPT:

* You must select at least 1 option

- Day Time
5 PM to Midnight
Midnight to 8 AM

LANGUAGES IN WHICH YOU ARE FLUENT (OTHER THAN ENGLISH):

- Spanish Hmong Vietnamese Cambodian Laotian Farsi Tagalog Other:

1. Are you currently employed by the County of San Diego?
2. Have you ever been involuntarily terminated from County service?
3. Are you claiming Veteran's preference and have you submitted qualifying documents?
4. Have you ever been convicted of a felony?
Court/Location: Charge:

53016



EDUCATION/TRAINING: Include education/training that demonstrates your qualification(s) for which you are applying. Use the education code number, i.e.: 1, 2, 3 in completing other parts of the application. Verification may be for positions with specific education/training requirements.

CODE	DATES	NAME AND LOCATION	TYPE OF PROGRAM OR COURSE	DIPLOMA/DEGREE/CERTS/UNITS
1	From: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		
2	From: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		
3	From: <input type="text"/>	Name: <input type="text"/>	<input type="text"/>	<input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/>		

EXPERIENCE: Include all employment experience for the past ten years. Start with the most recent and work back. Experience may be paid or unpaid, full time or part time. Use the experience code letters, i.e.: A, B, C, D on the left in completing other parts of the application.

CODE	DATES	EMPLOYER'S NAME & ADDRESS	EXPERIENCE
A	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
B	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
C	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	
D	From: <input type="text"/>	Address: <input type="text"/>	Official Title: <input type="text"/>
	To: <input type="text"/>	City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	
	Total Yr/Mo: <input type="text"/> Hrs /Wk: <input type="text"/>	Company Name: <input type="text"/>	Reason for Leaving: <input type="text"/>
	Salary: <input type="text"/>	Contact Name & Phone: <input type="text"/>	

SAMPLE

May we contact all of your employers listed? Yes No IF NO, please indicate highlighted code letter(s):

Other names for which you are known?

CONSENT TO RELEASE OF INFORMATION: I consent to the release of information for the use in determining my eligibility, qualifications, and selection consideration about my work record, job performance, character, ability and fitness by employers, schools, law enforcement agencies and the other individuals and organizations to authorized employees of the County of San Diego. I hereby release you, your organization, current or previous employers, or others from liability or damage that may result from furnishing the requested information.

CERTIFICATE OF APPLICANT: I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omission of material facts may forfeit my right to employment considerations by the County of San Diego.

Signature: _____

Date: / /

53016





CONFIDENTIAL

The following information is necessary for the County of San Diego to evaluate its hiring practices and to prepare reports for the State and Federal Government as required by law. The information contained will NOT be retained with your application and will NOT be used to make a decision about your employment.

ETHNIC GROUP: Please fill-in the bubble which best identifies you.

- BLACK** All persons having origins in any of the original Black racial groups of Africa.
- HISPANIC** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER** All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- AMERICAN INDIAN OR ALASKAN NATIVE** All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain cultural affiliation or community recognition.
- WHITE (not of Hispanic Origin)** All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

GENDER:

- MALE**
- FEMALE**

DATE OF BIRTH:

		/			/				
Month			Day			Year			

SAMPLE





Great Government Through the General Management System - Quality, Timeliness, Value

ADDITIONAL INFORMATION

Please use the entry boxes below if there is additional information you wish to provide.

- Additional Education/Training items

Please number your responses accordingly, continued from the previous page (i.e.: 4, 5, 6...)

SAMPLE

- Additional Work History

Please alphabetize your responses accordingly, continued from the previous page (i.e.: E, F, G...)





Great Government Through the General Management System - Quality, Timeliness, Value

BACKGROUND INVESTIGATIONS

ELECTION TO RECEIVE/NOT RECEIVE PUBLIC RECORDS:

As an applicant for employment or volunteer status, I am aware that the County of San Diego may obtain public records regarding me for employment or promotion purposes. I acknowledge that the term public record as used herein is limited to records of: arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

* Fill-in ONE circle only:

- I hereby elect to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.
- I hereby elect not to receive any public records that may be obtained by the County of San Diego for employment purposes under Civil Code 1786.53.

SAMPLE

RESIDENCE HISTORY:

In addition to your current address, please provide the City and State of your residence for the last seven years.

Dates:	City:	State:

RECRUITMENT SOURCES: How did you learn of this job? (Fill ONE bubble only)

- COUNTY EMPLOYEE
- SCHOOL PLACEMENT
- TELEPHONE JOB LINE
- COUNTY BULLETIN BOARD
- TELEVISION AD
- OTHER (please specify):
- COMMUNITY/PROFESSIONAL ORGANIZATION (please specify):
- JOB FAIR (please specify):
- NEWSPAPER (please specify):
- INTERNET
 - Sign-On San Diego
 - Other Internet Site (please specify):

53016



SUPPLEMENTAL APPLICATION FORM

PROCESS SERVER
Recruitment No. 06576205

Social Security Number

Before completing this application, read the job summary and requirements stated on the job announcement. If you do **not** meet these requirements, do not apply.

The information contained in the employment and supplemental application forms will be used to determine your eligibility to compete and will be evaluated in the recruitment process. Complete these forms carefully, as **this is the only information that will be evaluated and scored in establishing the employment list.** Sections not applicable to your particular qualifications should be marked *N/A* to indicate that they have not been overlooked. **Do not answer any questions with refer to resume.** Please give clear, concise, complete, and legible information. Wherever *Code(s)* is indicated, refer to page 2 of the employment application and write the education/training number(s) or experience/employer letter(s) that correspond to and support your statements.

Section 1. MINIMUM QUALIFICATIONS. You must be able to answer **YES** to Section 1-A, 1B and 1C. If you cannot, please do not apply as your application will be rejected.

A. Do you possess a high school diploma or GED certificate?

Yes

No

Code(s) _____

Education/Experience Code(s) from Page 2

B. Are you a United States Citizen?

Yes

No

C. Will you be at least 18 years of age as of July 31, 2006?

Yes

No

Section 2. WORKING CONDITIONS. If you answer **NO** to any of the following, your application may not be considered.

A. Are you willing to submit to a thorough background investigation prior to appointment including a California DMV record check?

Yes

No

B. Do you possess a clean driving record (free from DUIs, serious accidents or tickets)?

Yes

No

If no, you may be disqualified during the background process.

C. Are you willing to work at various geographical locations throughout San Diego County?

Yes

No

D. Are you willing and able to carry loads weighing up to 50 pounds?

Yes

No

Section 3. EDUCATION AND TRAINING

- A. Do you possess an Associate's degree or higher? If yes, a copy of your diploma, transcript or certificate of equivalency must be submitted. Code(s) _____
Education/Experience Code(s) from Page 2
- Yes No
- B. Have you taken some college coursework towards the completion of a degree? If yes, a copy of your transcript(s) must be submitted. Code(s) _____
Education/Experience Code(s) from Page 2
- Yes No Units completed
- C. Do you possess a California P.O.S.T. certificate? If yes, a copy of your certification must be submitted. Code(s) _____
Education/Experience Code(s) from Page 2
- Yes No

Section 4. EXPERIENCE. Please complete the following table. Describe your relevant experience in the areas of **security, investigations and law enforcement**. Indicate **(1)** your job title, **(2)** a brief description of your duties and responsibilities **(3)** the length of experience in years and months and **(4)** the appropriate Code(s) from page 2 of the Employment Application.

Job Title	Duties and Responsibilities	Length of Experience	Code(s)

Section 5. OFFICE EQUIPMENT. Please complete the following to indicate your experience using the office equipment listed. Indicate the frequency of use, either: "**Daily**," "**Weekly**," "**Monthly**" or "**Never**." Also for each piece of office equipment, indicate **(1)** the number of years and months you have used the equipment and **(3)** the appropriate Code(s) from page 2 of the Employment Application.

<u>Type of Equipment</u>	Frequency	Number of Years/Months	Code(s)
Computer			
Teletype			
Typewriter			
Other (please specify):			