

Document Server I

DEFINITION

This is a public contact function involving the personal serving of court documents related to infractions of various municipal bylaws.

In compliance with the *Criminal Code* and *Summary Convictions Act*, employees of this class are responsible to ensure that court documents are personally served to those individuals who have failed to respond to infractions of municipal bylaws. In cases where persons cannot be located at a known address, responsibilities will extend to the conduct of investigative procedures in an attempt to execute the personal service of court documents.

Due to the legal implications of being entrusted to serve legal documents and make court appearances on behalf of the City, incumbents will be appointed to the status of Special Constable.

After an initial training period, incumbents are expected to exercise considerable initiative and independence in completing assignments. Work will be subject to periodic checks by a supervisor for adherence to established standards of performance.

TYPICAL DUTIES*

Serves court documents in compliance with the *Criminal Code* and *Summary Convictions Act* and swearing an affidavit of service before a Justice of the Peace.

Advises individuals as to court proceedings with respect to the payment of bylaw offenses.

Conducts investigations to locate the whereabouts of persons not residing at known addresses by contacting Motor Vehicles Branch, Utilities, Police Department, Traffic Tag Accounting, etc.

Represents the City by making court appearances.

Maintains basic files and records.

Prepares investigation forms and daily activity reports.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the *Criminal Code* and *Summary Convictions Act* as pertains to the service of court documents.

Knowledge of investigative techniques and practices.

Ability to exercise tact, diplomacy and good judgement in dealing with the public.

Ability to execute oral and written instructions.

Ability to work without direct supervision.

Ability to prepare and maintain basic records.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade. Completion of the two year Community College Law Enforcement Diploma or an equivalent and one year of experience in public contact work. The applicant must possess a valid class 5 Alberta Motor Vehicle Operator's License, must be able to obtain a City of Edmonton Driver's Permit and must be able to qualify for appointment to Special Constable status.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0640		0641	
Last Updated:	1991-07			
Previous Updates:				
Originated:				