

Sisseton-Wahpeton Oyate

Job Description

Job Title: Process Server

Purpose:

The primary objective of the Process Server is to serve legal documents issued by the Tribal Court to include Subpoenas, Summons, Complaints, and Small Claims that are issued by the Tribal Court.

Duties and Responsibilities:

1. Delivering Legal Documents:
Serving various court documents, such as subpoenas, summons, complaints, and other orders.
2. Locating Individuals:
Utilizing various methods, including on-line databases, to find and serve individuals.
3. Following Legal Procedures:
Adhering to all relevant laws and regulations regarding the process of service.
4. Filing Proof of Service:
Completing and filing affidavits of service to confirm delivery of documents.
5. Maintaining records:
Keeping detailed records of all served documents, including dates, times, and locations.
6. Communicating with Courts and Parties:
Interacting with court officials and other parties involved in the legal process.
7. Staying Informed:
Keeping up-to-date with changes in local laws and regulations related to serving legal documents.
8. Attention to detail:
Must accurately identify and ensure proper documentation.
9. Perform other duties as assigned.

Qualifications:

1. Must have a high school diploma or GED.
2. Excellent communication skills both written and verbal.
3. Must be dependable and respect confidentiality.
4. Must have a valid South Dakota driver's license.
5. Adhere to the Tribe's drug and alcohol-free policy.

Approved  Date 8/18/2025