



Job Description:

Job Overview:

Welcome to Smith, Hall, and Tunson Legal Services where we stand behind every service, every time.

Smith, Hall, and Tunson Legal Services is the most diligent, reliable, and we'll enforced legal service provider in the industry. Our market strategy is a of networking of committed professionals dedicated process service. With demand comes excellence all in all, you've found the right people for the job.

Smith, Hall, and Tunson Legal Services has trained specialists to execute and complete the legal services offered. We are amongst if not the market competitors who lead in legal support to the many. Regardless of the case complex we deliver. We are looking for a dynamic, high-performing Process Server. SHT Legal Services is a full-service investigative firm, We seek experienced process servers who take pride in their work and who will follow SHT Legal Services Professional Code of Ethics to our highest standard.

Responsibilities for Process Server:

- Serve legal documents to residences and corporations according to Federal, State and Local laws
- File and record legal documents at the courthouse, recorder's office and/or sheriff's office
- Scan completed documents weekly.
- Provide status and photos for each attempt on all cases through smart phone apps
- Edit/print proof of service from our process server case management software
- Request copies of legal documents from court

Successful candidates will possess the following skills and attributes:

- Have an entrepreneurial mindset
- Take pride in your work and can connect with people, in person, on their doorstep
- Have a desire to work variable hours -- Early mornings, evenings and weekends are when folks are home and when there is less traffic.
- Have your own reliable transportation, auto insurance, driver's license and printer
- Have mobile app aptitude – Everything is done in our mobile app in the field. (Must have smartphone. Android or iPhone)



Minimum Qualifications:

- **Graduation from High School or G.E.D.**
- **Valid Class D Driver's License and Auto Insurance**
- **Must pass a background check**

Salary: \$20 per job resolution, Salary could be \$20-\$40 per hour.

Job Status: 1099 Contract

Work Location:

- **Fully remote**
- **On the road**

Typical start time:

- **6:30 AM**

Typical end time:

- **9PM**

Pay: \$20.00 - \$40.00 per hour

Contract Length:

- **More than 1 year**

Full Time Opportunity:

SHT Initials _____

Employee Initials _____



- Yes