

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 08/11/17

DEPUTY SHERIFF CIVIL - LIEUTENANT

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Sheriff's Civil Office and involves supervision and coordination of civil functions which include serving income and property executions, eviction notices, and a variety of other civil summons, complaints, and papers. The incumbent is also responsible for establishing methods and procedures, providing procedural information regarding civil matters and maintaining civil documents and records. Supervision is exercised over Deputy Sheriff-Civil or Sergeant-Civil employees. General supervision is received from the Sheriff, Undersheriff, or Captain-Civil, with leeway allowed for the exercise of independent judgment in carrying out details of the work. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates and supervises employees assigned to civil duties which include the serving, receiving, and executing of various legal civil documents;
Establishes methods and procedures as laws change or as work requires;
Provides training for subordinates;
Maintains contact with courts, attorneys, and other offices to ensure efficient performance of civil duties;
Receives and deposits monies and posts amounts to various accounts concerning civil processes;
May transport and/or guard defendants to and from courts and other facilities;
Keeps records and prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the application of New York State Civil Law as it applies to processes under the jurisdiction of the Sheriff; good knowledge of the requirements and procedures governing the execution, processing, and serving of civil documents; ability to guard and transport prisoners scheduled to appear in court; ability to coordinate and supervise the work of others; ability to interact with the public and maintain contacts with attorneys, courts, and other offices in a manner that is humanitarian and professional; ability to exercise sound judgment in emergencies and unusual situations; ability to keep accounts and records and prepare a variety of reports.

MINIMUM QUALIFICATIONS: Twenty-four (24) months full-time, permanent competitive status as Deputy Sheriff Civil – Sergeant **OR** sixty (60) months full-time, permanent competitive status as Deputy Sheriff Civil.

SPECIAL REQUIREMENTS: Possession of a valid and appropriate New York State Driver's License at time of appointment. This license must be maintained throughout appointment.