

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 06/26/13

DEPUTY SHERIFF CIVIL

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Sheriff's Civil Office and involves responsibility for serving Income and Property Executions, Eviction Notices and a variety of other Civil Summons and Complaints and papers. Additionally, the work also involves responsibility for assisting individuals who are seeking procedural information regarding civil matters and for maintenance of a variety of civil documents and records. The Deputy Sheriff-Civil is also responsible for making civil arrests, closing businesses and conducting auctions on foreclosed properties. General supervision is received from the Sergeant-Civil or Lieutenant-Civil, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves Income and Property Executions and records and mails copies of such notices;
Serves Eviction Notices and calls attorneys to finalize the eviction;
Receives and prepares pre-judgment civil documents and prepares them for delivery to defendant/respondent;
Supervises evictions to ensure peace between evicted tenant and the landlord;
Serves Summons and Complaints which include Summons of Notices, Action of Divorces, Citations, Subpoenas, Civil Arrest Warrants, Levy on Vehicles and Auction of Property Sales;
Fills out and mails affidavits, and other clerical work necessary for daily assignments;
Records delivery of civil documents and returned proof of service;
Answers phones and assists individuals seeking procedural information regarding civil matters;
Makes posting and disbursements on dockets;
Makes civil arrests, appropriates vehicles for property executions, closes businesses and conducts auctions of foreclosed property;
Fills in at Sheriff's Civil Office during absences due to vacation and illnesses;
Receives and deposits monies and posts amounts to various accounts concerning civil processes;
Receives and records Family Court mandates;
Transports juvenile defendants to and from DFY facility;
Executes all Family Court mandates, including warrants, summonses, subpoenas and transports;
Transports defendants to and from courts and maintains security of defendants in courts;
Executes and serves all warrants provided by courts, including Governor's and fugitive warrants;
Transports and sequesters jurors;
Escorts prisoners to and from various courts as directed.

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FULL PERFORMANCE KNOWLEDGES, 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; ability to interact with the public in a manner that is humanitarian and professional; ability to exercise sound judgment in emergencies and unusual situations; ability to keep accounts and records.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment, to meet the transportation requirements of the job.
2. Deputies must successfully complete training in accordance with the Municipal Police Training Council for police officers during the probationary period or otherwise be removed from the position.

Adopted: 06/12/90

Revised: 08/22/90, 12/18/91, 04/13/95, 07/14/05, 06/26/13

Title in promotional series: Deputy Sheriff-Civil, Deputy Sheriff Civil-Sergeant, Deputy Sheriff Civil-Lieutenant