

CHIEF CIVIL DEPUTY

DISTINGUISHING FEATURES OF THE CLASS: The work involves supervising employees in the Sheriff's Office involved in a variety of civil matters. An incumbent oversees the serving of Income and Property Executions, Eviction Notices, business closings, auctions on foreclosed properties and the making of civil arrests. General supervision is received from the Undersheriff with leeway allowed for the use of independent judgement in carrying out the details of the work. Supervision is exercised over the work of subordinates assigned to the civil division. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the activities of employees assigned to civil duties;
Reviews all paperwork received for legal and procedural correctness;
Develops procedures for internally processing complaints and summons;
Provides in service training for subordinates;
Supervises and administers sale of confiscated and foreclosed properties;
Meets with the Sheriff and other county officials regarding activities with the department;
Testifies in court regarding civil matters;
Keep records and prepares a variety of reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Civil Law;
Thorough knowledge of requirements and procedures governing the execution, processing and serving of civil documents;
Ability to plan and supervise the work of others;
Ability to prepare written records and reports;
Ability to read, understand and interpret written material;
Ability to interact with the public in a manner that is humanitarian and professional;
Ability to exercise sound judgment in emergencies and unusual situations;
Tact;
Courtesy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of experience as a Civil Deputy.

SPECIAL REQUIREMENT: Possession of a New York State driver's license at the time of appointment.