

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 07/14/05

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.

continued....

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 REQUIREMENT: 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.

Adopted: 06/12/90

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

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