

Department: Sheriff's
Classification: Competitive
Grade:

SPEC DISK F4
DOCUMENT 75

DEPUTY SHERIFF/CIVIL OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Sheriff's Office and involves responsibility for serving Income and Property Executions, Eviction Notices and a variety of other Summonses and Complaints. An incumbent is also responsible for making civil arrests, closing businesses, and conducting auctions on foreclosed properties and assisting individuals seeking information regarding civil matters. General supervision is received with leeway allowed for the exercise of independent judgement in carrying out the details of the work. The incumbent does related work as required.

NOTE: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Duties of Deputy Sheriff Plus:

Serves income and property executions and records, and mails copies of such notices;
Serves eviction notices and calls attorneys to finalize the eviction;
Supervises actual eviction to ensure peace between evicted tenant and the landlord;
Serves Summonses and Complaints which include Summonses of Notices, Action of Divorces, Citations, Subpoenas, Arrest Warrants, Levy on Vehicles, and Auction of Property Sales;
Fills out and mails affidavits, and other clerical work necessary for daily assignments;
Answers phones and assists individuals seeking procedural information regarding civil matters;
Makes civil arrests, appropriates vehicle for property executions, closes businesses, and conducts auctions of foreclosed property;
Keeps a variety of records and file reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State Civil Law; good knowledge of the rules, regulations, and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees; good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law, and other applicable laws, regulations, and ordinances; good knowledge of the local geography; good knowledge of requirements and procedures governing the execution, processing, and serving of civil documents; 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 judgement in emergencies and unusual situations; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: One (1) year of permanent competitive status as an Essex County Deputy Sheriff.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

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

Revised: 08/31/2011