

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

DEPUTY SHERIFF CIVIL – SERGEANT

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, 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. Supervision is exercised over Deputy Sheriff-Civil employees. General supervision is received from the Sheriff, Undersheriff, Chief Deputy Sheriff, 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)

Assigns and supervises Deputy Sheriff-Civil employees assigned to civil duties;
Serves income and property executions and records and mails copies of such notices;
Serves eviction notices and supervises evictions to ensure peace between evicted tenant and the landlord;
Receives and prepares pre-judgment civil documents and prepares them for delivery to defendant/respondent;
Executes and/or 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, and other civil papers;
Records delivery of civil documents and returned proof of service;
Answers phones and assists individuals seeking procedural information regarding civil matters;
Assists in making civil arrests, appropriates vehicles for property executions, closes businesses and conducts auctions of foreclosed property;
Receives and deposits monies and posts amounts to various accounts concerning civil processes;
Transports and/or guards defendants to and from courts and other facilities;
Transports and sequesters jurors.

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; working 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 supervise the work of others; 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.

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MINIMUM QUALIFICATIONS: Forty-eight (48) 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. License must remain valid throughout appointment, to meet the transportation requirements of the job.

Adopted: 07/27/73

Revised: 12/30/91, 10/13/95, 10/23/95, 07/14/05, 08/11/17

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