

DEPUTY SHERIFF (CIVIL)

40970

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for enforcing civil mandates of the courts including serving civil court papers, seizing property, conducting auction sales of seized property, enforcing and managing accounts, making civil arrests and assisting individuals seeking information regarding civil matters. Prior to assignments, candidates are required to complete formal training under the New York State Division of Criminal Justice Services, the New York State Commission of Correction, the Onondaga County Sheriff's Office (OCSO) Recruit Academy and the Onondaga County Sheriff's Office Field Training and Evaluation Program. Work assignments are received from a Deputy Sheriff Sergeant (Civil) or higher ranking officer, verbally and in writing, allowing some discretion in prioritizing and ensuring completion of work assignments. Work is reviewed through submission of reports and observation of the employee during the performance of their assignments. Supervision is not a function of this class. Incumbents in this position are sworn Peace Officers as defined in the Criminal Procedure Law, and are required to carry a firearm and other necessary equipment. Does related work as required.

TYPICAL WORK ACTIVITIES

Serves, mails and manages income execution accounts, provides account status to attorneys.
Serves and enforces eviction warrants, coordinating the process with landlord/attorneys.
Supervises evictions to ensure peace between the evicted tenant and landlord.
Serves Summons and Complaints, which include Notices, Petitions, Subpoenas, Real and Personal Property Executions, Orders of Seizure and Attachment and related Civil processes, and Levy on Real and Personal property, including motor vehicles.
Conducts sales of seized property and collects funds.
Makes criminal arrests as required, in accordance with their special duties.
Makes arrests on Civil Arrest Warrants.
Transports and supervises sentenced and presentenced civil inmates to areas outside of a correctional facility, to include court proceedings.
Serves and enforces Orders of Protection, with provisions to include removing persons from residences and/or securing firearms.
Serves and enforces Pistol License Suspension Orders and secures firearms as necessary in accordance with NYS Penal Law.
Investigates location of pistols belonging to deceased Pistol License holders.
Enforces family court custody transfer orders as directed.
Serves and enforces all court processes at the Sheriff's office correctional facilities, and may respond to emergent situations therein to provide for the safety and security of the correctional facility.
Performs clerical work necessary for the completion of work assignments, to include completing and submitting Affidavits of Service.
Initiates, submits and maintains reports as required.
Conducts computer searches and enters information in computer terminals.
Answers telephones and assists individuals seeking information regarding civil matters.
Operates a department vehicle and communicates using mobile and portable radios.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of New York State Civil Practice Law and Rules and related Law.
Good knowledge of requirements and procedures governing the execution, processing and serving of civil documents.
Skill and ability to maintain proficiency in the use of department issued firearms.
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.
Ability to use a computer.
Ability to adhere to Law Enforcement Code of Ethics.
Tact.
Courtesy
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Age: Candidates must not be less than twenty-one (21) years of age.

Education: Candidates must be high school graduates or holders of a high school equivalency diploma

issued by an education department of any of the states of the United States or holders of a comparable diploma issued by any territory, commonwealth, or possession of the United States or by the Canal Zone or holders of a report from the United States Armed Forces certifying successful completion of the tests related to general education development, high school level, at time of appointment.

Citizenship: Candidates must be citizens of the United States at time of appointment.

License: Possession of a valid New York State driver's license at time of appointment.

Moral Character: Candidates must be of good moral character, with no conviction of a felony. Conviction of a misdemeanor or other offense including traffic violation may bar appointment.

Psychological: Psychiatric and Polygraph examinations may be required of any successful candidate prior to appointment.

Residency: Candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of written examination and must maintain residency in Onondaga or contiguous counties through the certification process and after date of appointment.

03/2019 Revised