

CHIEF CIVIL CLERK

43-A

DISTINGUISHING FEATURES OF THE CLASS: This is a position in the Civil Division of the Sheriff's Office. The work involves responsibility for the daily operation of the Civil Division and for the supervision and performance of clerical and account keeping activities related to civil process enforcement matters. Incumbent follows provisions of the New York Civil Practice Law and Rules and well-defined departmental policies and procedures for the effective service of legal documents and the enforcement of judgments issued by civil courts of the State of New York. Direct supervision is exercised over the work of the civil division staff including the assigned civil deputies. Work is performed under the general supervision of the Chief of Civil, Undersheriff and Sheriff. Some travel is required to fulfill the duties of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Oversees and participates in activities related to serving and recording of civil instruments, money judgments, income and property executions, warrants of evictions, subpoenas, family court orders and papers, Supreme Court orders, civil arrests and other Civil Practice Law and Rules matters;

Trains and supervises Civil staff;

Assists with the development or modification of Civil Division policies and procedures to maintain compliance with changes in laws and departments practices;

Maintains an up-to-date fee schedule and calculates poundage fees for monies due the County for receiving, serving and enforcing civil instruments;

Confers with civil employees regarding service of court ordered subpoenas, warrants, executions

and evictions, and other Civil Practice Law and Rules matters, and assists in handling unusual cases;

Works with attorneys, family court personnel, judges and various agencies to facilitate activities of the Civil Division;

Supervises Sheriff's sales of levied properties, files documents and pertinent papers;

Disburses funds from the Civil Division bank account, balances the account and prepares monthly financial statements;

Prepares monthly bank reconciliations for both the civil and bail accounts;

Prepares monthly and annual mandated reports of the civil division activities for the Civil Chief;

Oversees the collection of jail bail money;

Prepares for disbursement of funds from the bail account to the appropriate County or town courts; inmate bail;

Oversees pistol permit applications;

May travel to attend conferences and trainings;

Performs other related duties as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of the provisions of New York Civil Practice Law and Rules that relate to the enforcement of judgments and service of legal documents; thorough knowledge of modern methods of keeping and reviewing financial accounts and records; good knowledge of business arithmetic and English; thorough knowledge of office terminology; procedures and equipment; ability to write legibly; ability to operate a personal computer with accuracy; ability to

understand and carry out complex written and oral instructions; ability to work effectively with others; ability to plan and supervise the work of others; ability to understand and perform complex arithmetic calculations, clerical aptitude, accuracy; good judgment, tact; and courtesy.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in either Accounting, Business Administration or a closely related field and two (2) years of experience in maintaining financial accounts and/or records; or
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in maintaining financial accounts and/or records.

***NOTE:** Incumbent must have attended and successfully completed the NYS Sheriff's Associate Basic and Supervisory Civil School.*

***Special Requirement:** At the time of appointment and continuing throughout employment, the incumbent must possess a valid NYS Driver License and a reliable vehicle.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.