

**CHIEF CIVIL OFFICER**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising employees in the Sheriff's Office involved in a variety of civil matters. An incumbent oversees the serving of Income and Property Executions, Eviction Notices, business closings, auctions on foreclosed properties and the making of civil arrests. General supervision is received from the Under sheriff with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinates assigned to the civil division. Does related work as required. This position may be designated as a Peace Officer or as a Police Officer.

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.*

Plans and supervises the activities of employees assigned to civil duties;

Reviews all paperwork received for legal and procedural correctness;

Develops procedures for internally processing complaints and summons;

Provides in-service training for subordinates;

Supervises and administers Sheriff's sales of confiscated and foreclosed properties;

Meets with Sheriff and other county officials regarding activities with the department;

Testifies in court regarding civil matters;

May execute warrants and assist in performing law enforcement duties;

Keeps records and prepares a variety of reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of New York State Civil Law; thorough knowledge of

**CHIEF CIVIL OFFICER****Page 2**

requirements and procedures governing the execution, processing and serving of civil documents, ability to plan and supervise the work of others; 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; tact; and courtesy.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as a Civil Officer.

**SPECIAL REQUIREMENT:** Possession of a New York State driver's license at the time of appointment.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A