

CIVIL DEPUTY CORPORAL

DISTINGUISHING FEATURES OF THE CLASS: The work 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 from the Chief Civil Officer, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of civil deputies. Does related work as required. This position may be designated as a peace officer or as a police officer.

TYPICAL WORK ACTIVITIES:

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;

Records delivery of civil documents and returns proof of service;

Receives and records pre-judgment civil documents and prepares them for delivery to defendant/respondent;

May execute arrest warrants and assist in performing law enforcement duties;

Serves Summonses and Complaints which include Summons of Notices, Action of Divorces, Citations, Subpoenas, Arrest Warrants, Levy on Vehicles and Action 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 vehicles for property executions, closed businesses and conducts auctions of foreclosed property;

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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 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 judgment in emergencies and unusual situations; Tact; and Courtesy.

MINIMUM QUALIFICATIONS:

(A) One year of law enforcement experience in a position designated as either a police officer or peace officer.

SPECIAL REQUIREMENT: Possession of the appropriate level New York State driver's license.

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Adopted on: 4/18/97
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/3/2023