

## **CIVIL DEPUTY SERGEANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for directing the operations of the Civil Division in the Sheriff's Department. The incumbent is responsible for making civil arrests, closing businesses and conducting auctions on foreclosed properties. The work also involves assisting individuals who are asking procedural information regarding civil matters and for the maintenance of a variety of civil documents and records. Work is performed under the direct supervision of the Chief Civil Deputy with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over Civil Deputy Corporals, Civil Deputies and subordinate clerical staff. 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;

Receives and reviews prejudgment civil documents and prepares them for delivery to  
defendant/respondent;

Supervises evictions to ensure peace between evicted tenant and the landlord;

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, Civil Arrest Warrants, Levy on Vehicles and Auction of Property  
Sales;

Fills out and mails affidavits and other clerical work necessary for daily assignments;

Records delivery of civil documents and returns proof of service;

Answers phones and assists individuals seeking procedural information regarding civil matters;

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Receives and deposits monies and posts amounts to various accounts concerning civil processes;

Receives and records Family Court mandates;

Negotiates with creditors' lawyers and judgment debtors to arrange for payment of debts instead of seizure of property;

Arranges for and advertises public auctions of seized property;

Notifies previous owners and lien holders of pending sale of motor vehicles.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARAC-**

**TERISTICS:** Good knowledge of modern principles, practices and techniques of police work; Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; Good knowledge of Civil Practice Law and Rules as it applies to processes under the jurisdiction of the Sheriff; Good knowledge of the local geography; Ability to use special police equipment including radar and breath alyzers; Ability to instruct others in procedures involved in serving civil papers; Ability to plan and supervise the work of others; Ability to deal firmly but courteously with the public; Ability to understand and follow complex oral and written instructions; Ability to prepare and maintain written records and reports; Ability to exercise sound judgment in emergencies and unusual situations; Skill in the use of firearms; Skill in the operation of a patrol car; Sound judgment; and Good moral character.

### **MINIMUM QUALIFICATIONS:**

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

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*SPECIAL REQUIREMENTS: Possession of the appropriate level New York State Driver's License.*

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Reviewed on: 7/29/99  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/3/2023