

CIVIL DEPUTY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for serving Income and Property Executions, Eviction Notices and a variety of other Summons 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. Does related work as required.

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;

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

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;

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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) Graduation from high school or possession of a high school equivalency diploma.

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

Revised and Replaced in Classplan: 1/3/2023

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Last Reviewed: 4/26/97
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A