

DEPUTY SHERIFF LIEUTENANT (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: This is primarily supervisory work involving responsibility for coordinating and overseeing the day-to-day activities of the office of the Sheriff's Civil Division. Incumbents in this position are sworn Deputy Sheriffs as defined by the New York State Criminal Procedure Law. All Deputy Sheriff Lieutenants are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the general supervision of the Chief Deputy Sheriff (Civil) and supervision is provided to civil deputies and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the day-to-day function of the office of the Sheriff's Civil division;
Oversees and coordinates staffing activities (e.g. reviews applications, interviews candidates, canvasses civil service lists);
Maintains training records and schedules appropriate training for clerical employees and deputy sheriffs;
Manages personnel issues within the Civil Division;
Maintains data records including, but not limited to, all money received and disbursed;
Provides direct supervision in the field for inventory seizures, Sheriffs' sales and the execution of warrants of eviction;
Reviews execution reports to ensure compliance with applicable statutes;
Maintains records of vehicles, usage and maintenance;
Reviews and investigates complaints (e.g. interviews witnesses and/or employees involved; reports findings);
Conducts confidential investigations, as needed;
Acts as liaison with other police departments and governmental agencies in order to coordinate Activities and resolve problems;
Attends conferences on issues that affect the Civil Division;
Issues and maintains records of new policies and procedures;
Acts for and in place of the Chief Deputy Sheriff (Civil), as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONEL CHARACTERISTICS:

Thorough knowledge of the legal requirements and procedures governing the execution, processing and serving of civil documents; thorough knowledge of court proceedings; good knowledge of civil law; ability to plan, assign and supervise the work of a civil division within the Sheriff's office; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others, especially court officials, attorneys and the general public; ability to prepare clear and accurate reports.

MINIMUM QUALIFICATIONS: Two (2) years of permanent status as a Deputy Sheriff Sergeant (Civil).

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State motor vehicle license at the time of appointment. Maintenance of a valid license is required for retention of employment in this title.
2. Completion of a course in Police Supervision (or comparable course) as prescribed by the Municipal Police Training Council (DCJS) prior to permanent appointment.

CONDITION OF EMPLOYMENT: Must be legally authorized to possess are firearm throughout the course of employment.