

DEPUTY SHERIFF SERGEANT (CIVIL)*

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the enforcement of civil actions (e.g. serving of processes and summons, executing legal orders and writs, etc.) within the Civil Division of the Sheriff's Department. This title is distinguished from that of Deputy Sheriff (Civil) in the level of independent judgment exercised, in the level of responsibility and in the complexity of assignments. Incumbents in this position are sworn Deputy Sheriffs as defined by the New York State Criminal Procedure Law. All Deputy Sheriff Sergeants are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the direction of a higher-level civil deputy and/or the Undersheriff and work guidance (e.g. lead work) is provided to a small number of civil deputies. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the day-to-day activities of the civil division, and assists the Deputy Sheriffs with problems in serving civil and criminal warrants, as needed;
Reviews and verifies reports relating to funds obtained by Deputy Sheriffs during the service of civil processes;
Formulates work assignments and provides work guidance to Deputy Sheriffs (Civil), as needed;
Contacts and corresponds with attorneys and the public concerning civil and criminal actions;
Provides input to civil division supervisors in order to assist with the development and formulation of operational guidelines and procedures, solve problems, etc.;
Meets with federal, state, city and local police agencies to exchange information and coordinate special programs and activities;
Completes reports and special projects, as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the requirements and procedures governing the execution, processing and serving of civil documents; good knowledge of court procedures; working knowledge of civil law; ability to provide work guidance to civil deputies; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others, especially attorneys, police agencies and the general public; ability to maintain clear and accurate records and accounts; ability to prepare accurate reports; ability to serve documents, seize property and make civil arrests.

MINIMUM QUALIFICATIONS: Four (4) years of permanent status as a Deputy Sheriff (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) is required prior to permanent appointment.

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

*This reflects the retitling of Senior Deputy Sheriff (Civil).