

CHIEF DEPUTY SHERIFF (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a moderately complex nature involving responsibility for the operation and functions of the civil division of a Sheriff's Office. Incumbents in this position are sworn Deputy Sheriffs as defined by the New York State Criminal Procedure Law. The Chief Deputy Sheriff is required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the general supervision of the Sheriff and/or Undersheriff and supervision is exercised over a number of civil deputies and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and administers the activities of the Sheriff's civil division;
Supervises civil deputies and other personnel assigned to the civil division;
Maintains appropriate contact with other agencies, offices, municipalities;
Assigns and evaluates the work of deputies engaged in serving and processing mandates of the court such as subpoenas, writs, summonses and other legal instruments on defendants, their attorneys, agents or other legally recognized representatives;
Participates in and/or supervises the preparation of a variety of reports;
May personally serve a wide variety of writs, warrants, and other legal documents as directed by the court;
May testify in court as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the legal requirements for serving and enforcing legal processes;
thorough knowledge of the forms and procedures applicable to serving legal processes;
ability to plan, assign and supervise the work of a civil department within the Sheriff's Office, including civil deputies and clerical personnel engaged in processing, serving and executing legal processes; ability to establish and maintain effective working relationships with attorneys, court officials and the general public.

MINIMUM QUALIFICATIONS: Two (2) years of permanent status as a Deputy Sheriff Lieutenant (Civil) or four (4) years of permanent status as a Deputy Sheriff Sergeant (Civil).

SPECIAL REQUIREMENT: 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.

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