

## **DEPUTY SHERIFF (CIVIL)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible work involving the enforcement of civil actions (e.g. serving of processes and summonses, the execution of legal orders and writs, seizure of real and personal property), and other duties related to the courts and legal procedures. Incumbents in this position are sworn Deputy Sheriffs as defined in the New York State Criminal Procedure Law. All Deputy Sheriffs are required to carry a firearm and other necessary equipment (e.g. handcuffs). The work is performed under the general supervision of a higher-level Deputy Sheriff (Civil). Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Processes all civil mandates and serves same;

Executes civil orders of arrest and attachments by locating defendants and collecting judgments or placing them under arrest;

Serves Orders of Possession and Writs of Assistance, and arranges for and supervises the eviction of defendants;

Seizes and inventories real and personal property, under warrants or writs, and arranges for and supervises its appraisal and storage;

Serves summonses, subpoenas (civil, grand jury, family court), show cause orders, income executions on debtors and on debtor employers;

Keeps files and records on all past and present civil matters;

Prepares and submits concise daily/monthly reports.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of requirements and procedures governing the execution, processing and serving of civil documents; working knowledge of New York State Civil law; ability to interact effectively with attorneys and the public; ability to understand and carry out difficult oral and written instructions; ability to prepare written reports; ability to respond quickly and effectively to emergencies; ability to maintain accurate and clear records and accounts; ability to serve documents, seize property and make civil arrests.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and either:

- a. Two (2) years of satisfactory paid work experience (work experience while a full-time high school student is not qualifying); or
- b. Two (2) years of active military service; or
- c. An Associates degree or equivalent college credits (minimum of sixty (60) credits); or
- d. Completion of thirty (30) college credit hours and the equivalent of one (1) year of satisfactory paid work experience or active military service.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at the time of appointment and throughout the duration of employment in this title. The appointing authority shall have the responsibility for the verification of the driver's license which may be checked throughout the course of employment in this title.

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2. Prior to appointment, candidates must meet minimum physical, medical, and psychological standards as prescribed by the Municipal Police Training Council of the State of New York.
3. Prior to appointment, candidates must successfully complete a pre-employment drug screen, background and fingerprint check.
4. Candidates must be at least 19 years old on or before the date of the examination to be admitted to the written examination for this position. Eligibility for appointment as a Deputy Sheriff (Civil) begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of the written examination are not qualified\* except as follows: Candidates may have a period of military duty or terminal leave, up to seven (7) years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

\*Section 58.1 of the New York State Civil Service Law requires applicants not be "more than 35 years of age as of the date when the applicant takes the written exam".

5. Satisfactory completion of the municipal police basic training program, as required by the New York State General Municipal Law (Section 209-q). See also, Rockland County Civil Service Rule XVI, paragraph 10, which provides that the appointment of a police officer shall not become permanent until such training requirements are satisfied.

6. **Public Officer Requirements:**

A. At the time of appointment and throughout the course of employment in this title, one must be a citizen of the United States and not have been convicted of a violation of either the federal selection training and service act or the selective draft act of the United States. Citizenship is not necessary for admission to the examination; however, individuals will be restricted from certification for appointment until proof of citizenship is presented.

B. Residence: As specifically set forth in the Public Officers Law (Section 3).

7. **Condition of Employment:** Must be legally authorized to possess a firearm throughout the course of employment.