

Jurisdictional Class: Competitive  
Adopted: February 11, 2004  
Revised: May 3, 2010

**CIVIL MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible position within the Sheriff's Department involving the responsibility for the overall operation of the Civil Division. The incumbent performs a variety of duties which requires a thorough understanding of legal procedures and administrative policies for the Sheriff's Department. The incumbent manages the Civil Division's office and, in addition, supervises the work of clerical staff assigned to the Civil Division. Direct supervision is received by the Sheriff or Undersheriff with wide leeway allowed for the use of independent judgment in carrying out the duties of the position. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Prepares the advanced phases of general services, income executions, property executions, attachments, order of seizures, and evictions;  
Supervises the preparation of general services, Family Court, and Department of Social Services papers;  
Oversees the enforcement of all civil mandates (i.e. executions to sell property, garnish wages, evictions, seizure, and attachments);  
Participates in professional conference and training programs;  
Develops policy and procedures for efficient functioning of the Civil Office;  
Maintains compliance with changes in civil law, procedures, and forms, and insures that other units within the Civil Division are kept up to date with relevant procedural requirements;  
Supervises the legal service and return of all civil papers;  
Reviews civil documents including summons of notices, action of divorces, citations, subpoenas, civil arrest warrants, levy of vehicles, auction of property sales, and miscellaneous documents in order to verify legal and procedural correctness;  
Monitors income executions for second stage service billing preparations for service of second stage on employer;  
Monitors income executions for default payments from employer;  
Represents the division and responds to questions from other departments and the general public;  
Supervises the maintenance of confidential and regular files, including affidavits, subpoenas, and legal briefs;  
Testifies in court regarding civil matters;  
Responsible for the receiving and distribution of payments for debt collection;  
Issues receipts for monies received;  
Reviews and approves all services and/or enforcements done by deputies;  
Studies and reviews all legal changes and reviews all court decisions made regarding civil law and procedures.

## Civil Manager

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

Thorough knowledge of general legal principles, practices, and procedures;  
Thorough knowledge of modern methods used in keeping and checking financial records and reports;  
Thorough knowledge of business English;  
Good knowledge of policies and procedures in a law enforcement office;  
Good knowledge of practices and policies pertaining to civil law;  
Ability to handle administrative details independently;  
Ability to plan, assign and supervise the work of account-keeping and clerical assistants;  
Ability to understand and carry out complex oral and written directions;  
Ability to make arithmetic computations rapidly and accurately;  
Ability to prepare correspondence and reports;  
Ability to communicate effectively, both orally and in writing;  
Ability to establish and maintain cooperative relations with the public and other governmental and private agencies;  
Ability to readily acquire familiarity with departmental organization, functions, laws, policies, and regulations;  
Sound judgment in solving complex problems;  
High degree of accuracy.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business, accounting, legal studies, secretarial science, or a closely related field and three (3) years of progressively responsible experience in maintaining financial accounts and records, or maintaining and processing legal records; or
- (b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of progressively responsible experience in maintaining financial accounts and records, or in maintaining and processing legal records; or
- (c) An equivalent combination of training and/or experience as defined by the limits of (a) and (b) above.

**NOTE:** Training beyond high school in accounting may be substituted for experience on a year-for-year basis.