

## **CIVIL MANAGER**

**JOB CODE:** 3200  
**LOCATION:** Tioga County Sheriff's Office  
**CLASSIFICATION:** Competitive  
**SALARY:** Management/Confidential  
**ADOPTED:** 10/97; Revised 03/09 Tioga Co. Personnel & Civil Service; revised 3/2020

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible position within the Sheriff's Office which is accountable 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 Office. The incumbent manages the Civil Division's office and, in addition, supervises the work of a Civil Law Clerk and any Deputy Sheriff assigned to the Civil Division. Direct supervision is received by the Sheriff or Undersheriff. Wide leeway is allowed in the use of independent action. 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, evictions civil arrest warrants, and warrants of eviction;
- Supervises the preparation general services, Family Court and Department of Social Service papers;
- Corresponds with attorneys regarding enforcement document requirements and file anomalies;
- Oversees the enforcement of all civil mandates (i.e. executions to sell property, garnish wages, evictions, seizure and attachments);
- Attends and conducts Sheriff Sales;
- Drafts documents required to enforce mandates, subject to review by the County Attorney, such as legal notices and publications, Sheriff's deeds, certificates of sale, etc.;
- Participates in professional conference and training programs;
- Maintains compliance with changes in CPLR (civil), RPL and RPAPL (Landlord/tenant) laws, procedures and forms and insures that other units within the department are kept up to date with relevant procedural requirements; updates Standard Operating Procedures Manual, NYSSA Accreditation files and webpage information accordingly;
- Supervises the legal service and return of all civil papers;
- Completes returns of enforcement documents to courts and attorneys;
- Monitors income execution for second stage service and billing; prepares second stage service of execution upon employer;
- Prepares Delinquent Payer Report to monitor all executions for default payments and compliance; follow up status letters to employers, attorneys, and debtors;
- Represents the division and responds to questions from other interoffice departments, the general public, local courts, attorneys, and statewide Civil Division offices;
- Supervises the maintenance of confidential and regular files, including affidavits, subpoenas and legal briefs;
- Issues monthly checks to the Tioga County Treasurer and various attorneys for income executions and billings;
- Responsible for the receiving and distribution of bails and fines;
- Issues receipts for monies received;
- Prepares monthly report for Civil Division, showing receipts, disbursements, and statistics;
- Prepares annual report for the Civil Division for submission with TCSO annual report to County Legislature;
- 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;

## 2. Civil Manager

- Conducts annual in-service training on Civil practices for road division and communication division;
- Conducts operational audits, accreditation assessments throughout the state, and instructs at NYSSA schools;
- Prepares work schedules for the civil division in order to maintain compliance with all departmental, court and statutory guidelines; reviews Daily Activity Reports from Civil Deputies and Civil Law Clerk.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of general legal principles, practices, and procedures; 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 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 organize, assign, coordinate and supervise the work of others; confidentiality; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from a regionally accredited or New York State registered college or university with a two year degree in legal studies, secretarial science or a closely related field and two (2) years of full-time legal clerical experience (or its part-time equivalent) in an office setting, one (1) year of which must have been in a supervisory capacity; **OR**
- b. Four (4) years of full-time legal clerical experience (or its part-time equivalent) in an office setting as defined in (a); one (1) year of which must have been in a supervisory capacity; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b).

\* **Special Note:** Candidate must complete and pass a State Mandated Civil Training Course.