

CIVIL LAW CLERK

JOB CODE: 6201
LOCATION: Tioga County Sheriff's Office
CLASSIFICATION: Competitive
SALARY: CSEA, Grade 5
ADOPTED: Revised 3/09, 01/14; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting the Civil Manager in a variety of legal, administrative and responsible clerical functions. The incumbent performs a variety of tasks in the absence of the Civil Manager which requires the exercise of independent judgment and a general understanding of legal procedures and administrative policies for the Sheriff's Office. The position, compared to that of a general clerical position, is unique in that it requires the incumbent to possess legal experience in order to effectively perform the work involved. A substantial amount of time is spent utilizing computer equipment to process legal forms, which involve time constraints, and to generate daily reports. Direct supervision is received by the Civil Manager with leeway for use of independent action. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares the initial phases of general services, income executions, property executions, attachments, order of seizures and evictions;
- Prepares general services, Family Court and Department of Social Service papers;
- Maintains compliance with all departmental, court and statutory deadlines;
- Participates in professional conference and training programs;
- Assists in maintaining compliance with changes in civil law, procedures and forms and insures that other units within the department are kept up to date with relevant procedural requirements;
- Acts in Civil Manager's absence and assumes responsibility for the Civil Division's procedures;
- Monitors income execution for second stage service billing preparations for service of second stage on employer;
- Monitors income execution for default payments from employer;
- Reviews incoming mail and answers general correspondence;
- Types, processes, indexes, sorts, records, and maintains confidential and regular correspondence, including affidavits, subpoenas and legal briefs;
- Responsible for the receiving and distribution of bails and fines;
- Issues receipts for monies received;
- Maintains account balance of the Civil Division's activities and generates various fiscal reports through the use of computer system;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of general legal principles, practices, and procedures; thorough knowledge of office procedures, terminology, and equipment; thorough knowledge of business arithmetic; ability to handle routine administrative details independently; ability to understand and carry out complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to operate an alphanumeric keyboard such as a typewriter, word processor or personal computer; integrity; confidentiality; initiative; good judgment; physical condition and maturity 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 paid, or the part-time equivalent, of legal clerical experience in an office setting involving the use of a typewriter, word processor or personal computer; **OR**

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- (b) Graduation from high school or possession of a GED and four (4) years of full-time paid, or the part-time equivalent, of legal clerical experience in an office setting involving the use of a typewriter, word processor or personal computer; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

* **SPECIAL NOTE:** Incumbent must complete and pass a State Mandated Civil Training Course.