

CIVIL MANAGER

JOB CODE: 3200
LOCATION: Tioga County Sheriff's Office
CLASSIFICATION: Competitive
SALARY: Non-Union
ADOPTED: 10/97; Revised 03/09, Tioga Co. Personnel & Civil Service

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 and evictions;
- Supervises the preparation general services, Family Court and Department of Social Service 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;
- Maintains 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;
- Supervises the legal service and return of all civil papers;
- Monitors income execution for second stage service billing preparations for service of second stage on employer;
- Monitors income execution 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;
- Issues monthly checks to various attorneys for income executions and billings;
- Responsible for the receiving and distribution of bails and fines;
- Issues receipts for monies received;
- Monitors account balance of the Civil Division's activities and compiles various fiscal reports;
- 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.
- Prepares work schedules for the civil division in order to maintain compliance with all departmental, court and statutory guidelines;

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

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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):

Open Competitive

- (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 legal clerical experience or its part-time equivalent in an office setting, one year of which must have been in a supervisory capacity; **OR**
- (b) Four (4) years of full-time paid legal clerical experience or its part-time equivalent in an office setting as defined in (a); one 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).

Promotional

Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in the Tioga County Sheriff's Office and must have **24 months** of continuous **permanent** competitive class **status** as a Civil Law Clerk immediately preceding the date of the written test for Civil Manager.

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