

CIVIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is a position in the Civil Division of the Sheriff's Office. The work involves the processing of civil papers and the maintenance of detailed records of civil accounts. Incumbent follows provisions of New York Civil Practice Law and Rules and well defined departmental policies and procedures to effect the service of legal documents and the enforcement of judgements issued by civil courts of the State of New York. Work is performed under the general supervision of the Sheriff, Undersheriff or managerial employee with leeway allowed for the exercise of independent judgment in carrying out the duties of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Scans legal documents and enters selected data into a computer terminal to establish a computerized file for each case; Types cover sheets in preparation for the service of legal papers by Deputy Sheriffs; Enters affidavit information into computerized files, generates account statements and mails a copy of the statement and/or affidavit of service to the attorney; Mails income execution account sheets and cover notices to debtors and gives property execution documents to Deputy Sheriffs for service on debtors; Maintains a tickler file of all income executions serviced on judgment debtors and prepares and mails income executions to debtors' employers when debtors fail to make payment within legal time limits; Types and mails form letters to employers who are delinquent in submitting income execution payments and to attorneys if the judgment debtor is personally delinquent; issues checks to attorneys and makes necessary entries to records; Keeps records and prepares financial reports; Performs a variety of related activities as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the provisions of New York Civil Practice Law and Rules that related to the enforcement of judgments and service of legal documents; Working knowledge of business arithmetic and English; ability to operate a personal computer or computer terminal to create and maintain computerized files; ability to make change; ability to deal with irate individuals; ability to set priorities and accomplish work within specified time frames; ability to maintain confidentiality; tact and courtesy; honest; 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 an Associates Degree in Information Processing, Office Technology, Criminal Justice or a related field; or
- B. Graduation from high school or possession of a New York State equivalency diploma and two years clerical experience in checking legal papers and/or financial records and accounts.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Following appointment to this position incumbents will be required to satisfactorily complete the New York State Sheriffs' Association Basic Civil School.
2. When required to notarize affidavits of service and other documents, incumbents will be required to become licensed as a Notary Public in New York State.

Adopted: 1/22/02

Reviewed 6/28/04; 9/25/15

Revised 6/26/13