



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	CIVIL ENFORCEMENT OFFICER
Jurisdictional Class:	Competitive
Civil Division:	County-Sheriff
Adoption: CSM	3/14/90
Revised: CSM	11/13/02

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in the County Sheriff's Civil Office and involves responsibility for serving income and property executions, eviction notices, and a variety of other civil summons, complaints, and papers. Additionally, the work also involves responsibility for assisting individuals who are seeking procedural information regarding civil matters and for maintenance of a variety of civil documents and records. The Civil Enforcement Officer is also responsible for making civil arrests, closing businesses, and conducting auctions on foreclosed properties. General supervision is received from the Under-sheriff, with leeway allowed for the exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves income and property executions and records and mails copies of such notices;
Serves eviction notices and calls attorneys to finalize the eviction;
Receives and prepares prejudgment civil documents and prepares them for delivery to defendant/respondent;
Supervises evictions to ensure peace between evicted tenant and landlord;
Services summons and complaints that include summons of notices, action of divorces, citations, subpoenas, civil arrest warrants, levy on vehicles, and auction of property sales;
Fills out and mails affidavits, and other clerical work necessary for daily assignments;
Records delivery of civil documents and returned proof of service;
Answers phones and assists individuals seeking procedural information regarding civil matters;
Uses a computer keyboard to enter and retrieve data from departmental database files;
Makes posting and disbursements on docket;
Makes civil arrests, appropriates vehicles for property executions, closes businesses, and conducts auctions of foreclosed property;
Fills in at Sheriff's Civil Office during absences due to vacation and illnesses;
Receives and deposits monies and posts amounts to various accounts concerning civil processes;
Receives and records Family Court mandates;
May assist in performing departmental personnel accounting (payroll and benefit reports);
May assist in maintaining jail records information, including state reports when necessary;
Other related duties as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the application of New York State Civil Law as it applies to processes under the jurisdiction of the County Sheriff;
Ability to prepare written records and reports;
Ability to read, understand and interpret written material;
Ability to use an alpha-numeric keyboard to enter and retrieve data from computer files;
Ability to learn departmental software;
Ability to interact with the public in a manner that is humanitarian and professional;
Ability to exercise sound judgment in emergencies and unusual situations;
Ability to keep accounts and records;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or NYS registered 2-year college with an Associate's Degree in Business Administration, Accounting, Economics; or related field **OR**
- (B) Graduation from a regionally accredited or NYS registered 2-year college with and Associate's Degree including or supplemented by 12 credit hours of business, economics, accounting or related coursework; **OR**
- (C) Graduation from high school or possession of a NYS Equivalency Diploma **AND** 2 years of business or government experience maintaining financial accounts and records; **OR**
- (D) An equivalent combination of training and experience as outlined in (A) or (B) or (C) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a current valid NYS Driver's License at time of appointment.