

CIVIL BUREAU CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: Work involves supervising of the Civil Bureau, a major division of the Sheriff's Department, which includes overseeing the serving of Income and Property Executions, Eviction Notices, business closings, auctions on foreclosed properties and the making of civil arrests. This position is at the second level of authority in the Sheriffs Department. General supervision is received from the Undersheriff with wide leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinates (including civilians) assigned to the civil division. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and supervises the activities of employees assigned to civil duties;
Reviews all paperwork received for legal and procedural correctness;
Develops procedures for internal processing of complaints and summons;
Provides in service training for subordinates;
Supervises and administers sale of confiscated and foreclosed properties;
Meets with Undersheriff regarding all civil activities in the department;
Testifies in court regarding civil matters;
Keep records and prepares a variety of reports;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of New York State Civil Law; thorough knowledge of requirements and procedures governing the execution, processing and service of civil documents; ability to plan and supervise the work of others; ability to prepare written records and reports; ability to read, understand and interpret written material; ability to interact with the public in a manner that is humanitarian and professional; ability to exercise sound judgment in emergencies and unusual situations; tact; courtesy.

MINIMUM QUALIFICATIONS:

Possession of a license to practice law in the State of New York.

SPECIAL REQUIREMENT:

Access to transportation is required to perform field work responsibilities in a timely and efficient manner.