

DEPUTY SHERIFF/CIVIL

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 Summons and Complaints. The work also involves responsibility for the prevention and detection of crime and the enforcement of the general criminal laws of the state, for the protection of lives and property and the enforcement of County laws and ordinances when so assigned. An incumbent is also responsible for making civil arrests, closing businesses and conducting auctions on foreclosed properties and assisting individuals seeking information regarding civil matters. An incumbent may be required to perform routine patrol operations in accordance with standard departmental operating procedures and make arrests and assist in investigations. General supervision is received from the Chief Civil Deputy or other higher ranking officer who gives specific instructions and assistance when special problems arise. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains law and order to enforce laws, investigate crimes and arrest violators;
Locates and takes persons into custody on warrants;
Serves income and property executions, records and mails copies of such notices;
Serves eviction notices and calls attorneys to finalize the eviction;
Supervises actual eviction to ensure peace between evicted tenant and the landlord;
Serves summons and complaints which 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;
Answers phones and assists individuals seeking procedural information regarding civil matters;
Makes civil arrests, appropriates vehicles for property executions, closes businesses and conducts auctions of foreclosed property;
May drive a patrol vehicle through assigned area, observing traffic violations and issuing citations;
May maintain order in crowds, parades, fairs, funerals and other public gatherings;
Answers questions for, directs and assists the public;
Prepares a variety of records and reports associated with law enforcement work;
Keeps a variety of records and file reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State Civil Law;
Good knowledge of the New York State Penal Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;

Good knowledge of requirements and procedures governing the execution, processing and serving of civil documents;
Knowledge of modern principles, practices and techniques of law enforcement;
Skill in the use of firearms;
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;
Ability to apply first aid;
Tact;
Courtesy.

MINIMUM QUALIFICATIONS:

- A) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; or
- B) Completion of 30 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and two years of active military service*.

*Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Such service must have been on a full-time active duty basis other than for training purposes. **Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment.**

SPECIAL REQUIREMENTS:

AGE: Candidates must be at least 19 years of age on or before the date of the written examination. Eligibility for appointment begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of written examination are not qualified except as follows:* Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243(10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

*Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination..." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact the

Broome County Personnel/Civil Service Office to discuss their request. **BE SURE TO INDICATE YOUR BIRTHDATE ON THE APPLICATION.**

CITIZENSHIP: United States citizenship is required at time of appointment. It is not necessary for admission to the examination.

DRIVER'S LICENSE: Candidates must possess a valid New York State Operator's license at the time of appointment

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate may be subject to a thorough background investigation. Applicants will be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, psychological testing and polygraph. Drug testing is included in the required medical examination. Applicant will be required to submit the necessary fees for the fingerprint processing.

TRAINING REQUIREMENTS: Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.