

ORANGE COUNTY CLASS SPECIFICATION

TITLE: CIVIL MANAGER **GRADE:** 14

TITLE ABBREVIATION: CIVIL MANAGER **TITLE NO.:** 568630

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** AD

DEPARTMENT: OFFICE OF THE SHERIFF

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving technical work of a specialized nature requiring a high degree of accuracy. This work involves responsibly 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 the employees within the Civil Division and any Deputy Sheriff assigned to the Civil Division. Direct supervision is received by the Sheriff or Undersheriff or Chief. Wide leeway is allowed in the use of independent action. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and supervises all aspects of the Civil Office;

Maintains Supervisory control over Sheriff's General Fund, Financial account and Bail Financial account;

Audits record keeping of General Leger and Bail Ledger;

Corresponds with attorneys regarding enforcement document requirements and file anomalies;

Maintains accurate and current financial and statistical records on all departmental programs;

Studies and interprets laws and other codes, rules, or regulations pertinent to the financial and program operation of the department or agency maintaining standards for CALEA (Commission on Accreditation for Law Enforcement Agencies);

Oversees the enforcement of all civil mandates (i.e. executions to sell property, garnish wages, evictions, seizure and attachments);

Assists with Sheriff Sales;

Assists Deputies with the documents required to enforce mandates, subject to review by the County Attorney, such as legal notices and publications, Sheriff's deeds, certificates of sale, etc.;

Participates in professional conference and training programs;

Maintains compliance with changes in CPLR (civil), RPL and RPAPL (Landlord/tenant) laws, procedures and forms and insures that other units within the department are kept up to date with relevant procedural requirements; updates Standard Operating Procedures Manual, NYSSA Accreditation files and webpage information accordingly;

Supervises the legal service and return of all civil papers;

Completes returns of enforcement documents to courts and attorneys;

Maintains Civil Trial and Bail Trial Balance of holding and disbursements;

Prepares Delinquent Payer Report to monitor all executions for default payments and compliance; follow up status letters to employers, attorneys, and debtors;

Represents the division and responds to questions from other interoffice departments, the general public, local courts, attorneys, and statewide Civil Division offices;

Supervises the maintenance of confidential and regular files, including affidavits, subpoenas and legal briefs;

Issues monthly checks to the Commissioner of Finance and various attorneys for income executions and billings;

Responsible for the receiving and distribution of bails and fines;
Issues receipts for monies received;

Prepares monthly report for Civil Division, showing receipts, disbursements, and statistics;

Prepares annual report for the Civil Division for submission with TCSO annual report to County Legislature;

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;

Conducts annual in-service training on Civil practices for road division and communication division;

Prepares work schedules for the civil division in order to maintain compliance with all departmental, court and statutory guidelines; reviews Daily Activity Reports.

FULL PERFORMANCE KNOWLEDGES, 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 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:

- (A) Bachelor's Degree or higher in Accounting, Finance, Business, Legal Studies, or related field and one (1) year of progressively responsible experience in maintaining financial accounts and records or maintaining and processing legal records or working in a Government Agencies Law Enforcement Civil Unit; and (1) one year of which shall have been in a supervisory capacity; OR
- (B) Associate's degree in accounting, finance, business, legal studies, secretarial science or a related field and three (3) years of experience as described in (A) above, and (1) one year of which shall have been in a supervisory capacity; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (A) above, one year of which shall have been in a supervisory capacity.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted: 12/14/24