

## **SENIOR CIVIL CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a position in the Civil Division of the Sheriff's Office. This is difficult and varied clerical work. Work requires the exercise of independent judgment in the application of prescribed procedures and methods. 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. Supervision may be exercised over lower level staff. 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; May type cover sheets in preparation for the service of legal papers by Deputy Sheriffs; May enter affidavit information into computerized files; May generate account statements and mail a copy of the statement and/or affidavit of service to the attorney; May mail income execution account sheets and cover notices to debtors and give property execution documents to Deputy Sheriffs for service on debtors; May maintain a tickler file of all income executions serviced on judgment debtors and prepares and mail income executions to debtors' employers when debtors fail to make payment within legal time limits; May type and mail form letters to employers who are delinquent in submitting income execution payments and to attorneys if the judgment debtor is personally delinquent; May issue checks to attorneys and make necessary entries to records; Keeps records and prepares reports; May serve as the Pistol Clerk, staying abreast of changes to State Law and Federal Court determinations and maintaining class list for mandatory pistol permit training; 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 relate to the enforcement of judgments and service of legal documents and/or New York and Federal Laws regarding firearm licensure. Good knowledge of office terminology, procedures and equipment; Good knowledge of business arithmetic and English; Ability to understand and carry out complex oral and written directions; Ability to supervise others; Ability to get along with others; Ability to meet and deal with the public; Clerical aptitude; Good judgment; Good organizational skills; Neat appearance; Tact and courtesy; Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a college or university with an Associate's Degree in Information Processing, Office Technology, Criminal Justice or a related field; and two (2) years of responsible clerical experience, which shall have included one year of experience in checking legal papers and/or financial records and accounts.
- B. Graduation from high school or possession of a New York State equivalency diploma and four 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.

**NOTE:** May be required to have possession of a valid New York State driver's license at time of appointment and maintained during employment.

**NOTE:** Your degree 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 was 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 1/6/23

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