

Civil Division: Oneida County Government
Jurisdiction Class: Competitive
EEO Category: Protective Service: Sworn
Revised: 04/20/11

DEPUTY SHERIFF CIVIL - CAPTAIN

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for planning, directing, and supervising the work of civil employees performing civil duties at the Oneida County Sheriff's Department (Civil Division). The incumbent works under the general supervision of the Undersheriff or the Sheriff. Supervision is exercised over the work of subordinate Deputy Sheriff Civil personnel and clerical employees. The Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, directs, and supervises the work of civil employees performing civil duties;
Reviews civil process and adopt new procedures and methods as appropriate;
Computes and maintains a daily log of all Civil Division employees' time spent on various activities;
Confers with the District Attorney's office and judges, with regard to extradition matters;
Prepares and files monthly and annual reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the New York State Civil Law, as it applies to processes under the jurisdiction of the Sheriff' thorough knowledge of the requirements and procedures governing the execution, processing, and serving of civil documents; ability to guard and transport prisoners scheduled to appear in court; ability to supervise and direct the work of others; ability to prepare and maintain written and oral reports; ability to interact with the public and maintain contact with attorneys, courts, and other offices.

MINIMUM QUALIFICATIONS: Twenty-four (24) months permanent competitive status as Deputy Sheriff Civil Lieutenant.

SPECIAL REQUIREMENTS: Possession of a valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

Adopted: 04/20/92
Revised: 04/23/96, 06/15/99, 04/20/11