

CIVIL CLERK

DISTINGUISHING FEATURES OF THE CLASS:

This is a civilian position in the Herkimer County Sheriff's Office, Civil Division. The incumbent is responsible for the preparation, distribution and return of a variety of legal documents such as summons and complaints, subpoenas, evictions, warrants of civil arrest, order of seizure, family court orders, civil documents and pistol permit documents issued by the Sheriff's Office. The work is performed under the supervision of the Principal Account Clerk and the Sheriff with some leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

- Reviews, prepares and distributes civil legal documents for service including summons and complaints, subpoenas, evictions, warrants of civil arrest, order of seizure, family court orders, etc;
- Records delivery of civil documents and returned proof of service to attorney, court or individual requesting service;
- Distributes, receives, reviews and processes pistol permit applications and amends pistol permits including additions, deletions, change of address, etc;
- Maintains firearm database to track firearms taken in, released from and/or destroyed by the Sheriff's Office.
- Receives and posts fees and payments to various accounts including service fees, income executions, voluntary and garnishee payments, pistol permit application and amendment fees, etc;
- Calculates principal, interest, and poundage according to the Accounting Procedures for County Sheriff's governed by the NYS Comptroller;
- Provides and distributes information to courts, attorneys and private citizens with regard to civil and pistol permit office policy and procedures;
- Works with attorneys and private citizens on information needed to properly complete legal documents processed by civil and pistol permit offices;
- Keeps records and prepares a variety of reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of New York State Civil Practice and Pistol Permit Laws and Rules; Good knowledge of procedures and requirements governing the execution, processing and serving of civil and pistol permit documents; Good knowledge of the NYS Comptroller's accounting procedure for County Sheriff's; Ability to prepare financial records and reports; Ability to read, understand and interpret written material; Ability to establish and maintain good working relationships with legal personnel, local, state and federal law enforcement agencies and the general public; Ability to prepare records and reports related to civil and pistol permit matters;

Civil Clerk Contd.

Ability to communicate effectively both orally and in writing; Ability to operate a personal computer and utilize common office software programs; Tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school, possession of a high school equivalency diploma, or a high school individual education plan diploma, and either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in paralegal studies or a closely related field; **OR**
- (B) Two years of clerical experience in a law office or legal setting or experience processing civil documents; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Competitive Class

Established 1/26/2022 PO