

SUPERVISOR OF PUBLIC SAFETY SERVICES (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Deputy Commissioner, an incumbent in this position supervises a unit engaged in the receipt, processing, and serving of legal documents related to the execution of orders, judgments and mandates of the civil courts of the County, New York State, and municipalities within Westchester County. The work also involves the collecting and accounting for fees and monies. With the assistance of the Supervising Public Safety Officer assigned to the unit, the incumbent in this position supervises a small number of law enforcement officers and civilian employees within the unit.

EXAMPLES OF WORK: (Illustrative Only)

Directs the receipt and recording of orders for arrest, seizure of property, attachments, garnishees, summonses and other civil court orders, decrees and mandates submitted by attorneys, litigants and the general public in conformity with relevant State and County legal regulations;

Directs the serving of legal documents according to established procedures by members of the civil unit and assigns papers for service by other department personnel; serves legal documents personally;

Directs the reporting of the results of service and the return of original copies to the Clerk of Court after service, with pertinent reports as required;

Discusses the legality of documents with the County Attorney and obtains his signature on papers as required; confers with and advises attorneys, litigants and others on technicalities and procedures related to execution, processing and serving of legal documents;

Prepares legal notices of the Commissioner's sales of real and personal property for public posting and for newspapers; directs or personally conducts the Commissioner's sales;

Makes arrests of civil prisoners in Westchester County either personally or through officers of the civil unit; seizes chattels and places seized property in legal custody as required, personally or through subordinates;

Acts as the Commissioner's representative at conferences and schools on matters relating to the functions of the civil unit; testifies in court and appears at legislative committee hearings on subjects concerning the civil unit;

Prepares budget estimates for the civil unit, recommends the purchase of equipment, and requisitions office supplies;

EXAMPLES OF WORK: (Cont'd):

Reviews the flow of office correspondence, and personally responds or assigns for appropriate response;

Supervises the collection and recording of fees for legal papers, garnishee payments, judgments, and contempt of court payments;

Supervises the keeping of financial records for these payments, money deposits and disbursements;

Supervises and assists in the preparation of periodic accounting reports required by the County Department of Finance.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the legal requirements and regulations governing the execution, processing and serving of papers related to the collection and disbursement of funds; thorough knowledge of Civil Law; general knowledge of Penal Law; ability to supervise the processing and serving of legal documents and the related accounting procedures; ability to detect and rectify accounting errors; ability to make civil arrests and to seize property effectively; ability to maintain harmonious and effective relationships with attorneys, litigants and the public; health commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Two years of permanent competitive class status as a Supervising Public Safety Officer and two years of experience in processing legal documents and related accounting procedures.