

## CHIEF CIVIL ADMINISTRATOR

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position is responsible for the oversight of the non-legal/administrative support and financial affairs of the Civil Division of the Sheriff's Office. In this capacity, an incumbent serves as the principal advisor to the Sheriff or their designee on all administrative and financial matters that require the exercise of independent judgment and action. Discretion and confidentiality are key aspects of the work of this position, especially as they relate to the authorization and review of confidential/investigatory expenditures or occurrences. Supervision is exercised over non-legal personnel including assignments, training, administration and discipline. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as the chief confidential advisor to the Sheriff or their designee in administrative and financial matters of the Civil Division of the Sheriff's Office to include the operations of Pistol Permits, Income Executions, Evictions, Public Sale of Property, Public Notices, Service of Legal Documents and Inmate Accounts;

Directs all fiscal operations of the Civil Division including the preparation of the budget and financial reports; in addition, develops and maintains all accounting and reporting functions required by the Division to ensure all financial activity is conducted in accordance with established professional standards and financial integrity is maintained;

Directs civil division payroll/personnel functions and supervises the daily fiscal and administrative operations of the civil division; developing, operating and staffing policies for civilian staff as required for the efficient and effective operation of the division;

Directs the planning and implementation of departmental personnel and administrative programs, procedures and policies, including the participation of the interviewing, selection and employment of all non-legal personnel of the division;

Participates in the development and implementation of training programs for the improvement and maintenance of the employees' technical skills;

Develops and insures necessary confidentiality when acting as a liaison between the Sheriff's Office and the various governmental and private agencies and community groups which come in contact with the office;

Fields calls from the public and outside agencies with regard to landlord/tenant disputes, the pistol permit application process and/or issues, evictions, income executions and the court process as it relates accordingly;

Acts as a liaison between the Civil Division and the Criminal Division for scheduling and implementing the civil processes;

Develops and maintains a system of administrative reports, analyses and files for the development of statistical data for use in the overall management of the division;

Attends all meetings as required and requested by the Sheriff or their designee.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the practice of law; thorough knowledge of the operations, practices and procedures of the Civil Division; thorough knowledge of the laws, rules and regulations pertaining to the service of the civil processes, judgments and executions; good knowledge of departmental organization and administrative processes and techniques; good knowledge of keeping financial accounts and records; good knowledge of administrative and personnel matters and investigative accounting and auditing; ability to deal effectively with a wide variety of personnel in carrying out the administrative policies of the division; ability to identify critical administrative problems and to formulate realistic solutions integrating with minimum disruption into ongoing operations; ability to operate a motor vehicle; ability to plan, direct and evaluate the work of assigned personnel; ability to prepare effective written materials; ability to delegate responsibility effectively; sound professional judgment and confidentially; tact; initiative.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Juris Doctorate Degree and three (3) years of full-time paid, or its part-time equivalent, public administration or governmental service, of which must have included legal document drafting and review, training of staff, police instruction, public speaking and file management; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business, Political Science, Public Administration, Finance or a related field and six (6) years of full-time paid, or its part-time equivalent, public administration or governmental service, three (3) years of which must have included legal document drafting and review, training of staff, police instruction, public speaking and file management; **OR**
- C. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business, Political Science, Public Administration, Finance or a related field and seven (7) years of full-time paid, or its part-time equivalent, public administration or governmental service, three (3) years of which must have included legal document drafting and review, training of staff, police instruction, public speaking and file management.

Special Requirement: Must maintain a valid NYS Driver's License and Notary Public License during time of employment.