

ADMINISTRATIVE PROCEDURES

STANDARD NO(S):

NYSSACD # 45, 50, 67, 97

DATE:

September 1, 2010

REVISED: 11/02/2010

REVIEWED: 03/30/2017

REFER TO:

David Smith

I. OBJECTIVE:

To establish a listing of employee positions within the Civil Division and a detailed explanation of their specific duties and to establish procedures for the procurement or requisitioning of Civil Division supplies.

II. DETAILS:

A. Priority for completing these responsibilities rests with the Civil Officer.

1. Along with other responsibilities, the Civil Deputy will:

- a. Serve and enforce civil process, which shall include making levies and seizures of property.
- b. File affidavits and certificates related to civil process.
- c. Maintain related records and reports.
- d. Prepare a Civil Division Daily Log and submit it to the Civil Officer at the end of each shift for review.

This report shall include:

- i. Times reporting on & off duty
- ii. Activities performed
- iii. Service & Levy locations & times
- iv. Special or Unusual events
- v. Signatures of the Civil Deputy & Civil Officer

- e. Any other duties imposed upon him/her by these rules and procedures
2. Along with other responsibilities, the Civil Clerk will:
- a. Prepare civil process for entry by reviewing, receipting and generating file numbers
 - b. Prepare certificates, affidavits and returns
 - c. Receive mail, stamp and file.
 - d. Maintain files
 - e. Post the daily checks received through the mail.
 - f. Issue receipts
 - g. Enter summons, review and enter income executions.
 - h. Prepare 2nd stage Income Executions for service.
 - i. Prepare the daily deposit.
 - j. Any other duties imposed upon him/her by these rules and procedures
3. Along with other responsibilities, the Civil Officer will:
- a. Oversee all operation of the Civil Division, which shall include preparation and adjustment of work schedules and attendance control as specified by department policy
 - b. Process Income Executions ready for return.
 - c. Review and enter property executions.
 - d. Conduct public auctions.
 - e. Answer authorized inquiries
 - f. Prepare and review reports
 - g. Review policies and procedures including recommendations for changes as needed.
 - h. Post the cash journal, subsidiary ledger accounts and the disbursements journal
 - i. Prepare disbursement checks

- j. Prepare the monthly cash report
 - k. Conduct bank reconciliations
 - l. Prepare the monthly financial reports
 - m. Any other duties imposed upon him/her by these rules and procedures
- B. Every position in the Civil Division is backed up in case of their absence by the Civil Officer. In the event of an extended absence by the Civil Officer, other trained SCSO personnel will be assigned to oversee the Division operations.
- C. The procurement or requisitioning of Civil Division supplies will be submitted to the Civil Officer for review. If determined necessary, the Civil Officer will approve the request and it will be forwarded to the Fiscal Service Manager.