

## SENIOR CIVIL CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the processing of civil papers and the maintenance of detailed records of civil accounts. The work calls for the frequent exercise of independent judgement in giving out information regarding the status of open accounts and answering other inquiries. An incumbent personally composes most letters and releases of a routine recurring nature. The work is performed under the general supervision of the County Sheriff receiving detailed instructions only where policies have not been determined or when unusual circumstances arise. Supervision may be exercised over clerical assistants. A Senior Civil Clerk does related work as required.

### TYPICAL WORK ACTIVITIES:

- Reviews incoming civil papers to insure accuracy and completeness of information;
- Ascertains locations of individuals to be served using telephone directories, municipal or public utility records;
- Assigns summons and complaints, executions, Income Executions, Notices of Garnishee, Evictions, Show Cause Orders, Orders of Attachments, Petitions and Citations to deputy sheriffs for service upon name party, based on geographic area normally patrolled by deputy;
- Determines and calculates serving fees using schedules and figuring poundage fees;
- Bills attorneys appropriate amounts if remittance have not been received with papers received in the office;
- Receives and issues receipts for payments, cash bails, cash fines, state fines, and conservation violation fines;
- Posts dollar amounts to payment sheets, calculates interest charges and computes new balances;
- Reviews deputy sheriffs statement of service of civil papers for completeness;
- Issues monthly checks to attorneys and makes necessary entries to records;
- Prepares a variety of reports including monthly report of civil account activities;
- Balances and reconciles Sheriffs bank statement on a monthly basis;
- Answer telephone providing information on civil accounts;
- Composes and types correspondence relating to status of civil accounts;
- Monitors status of accounts to ascertain approaching satisfaction of judgements in order to issue final statement.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to make arithmetic computations accurately and rapidly; ability to type accurately at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to deal effectively with attorneys and others; clerical aptitude; resourcefulness; accuracy; dependability; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Three (3) years of clerical office experience of which one (1) year must have involved checking financial accounts and records.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 12/21/82