

## Qualifications

### On the date of examination:

- Must pass NYS Civil Service Exam
- Must be at least 20 years of age
- Must be a citizen of the United States

### On the date of appointment:

- Must be a resident of Onondaga County or any adjoining county. (Madison, Cayuga, Oswego or Cortland)
- Must be a high school graduate, possess a GED, or possess a U.S. Armed Forces General Education Certificate
- Must possess a valid N.Y. State Driver's License.
- Must have resided within Onondaga County or an adjoining county not less than 1 month preceding.

### Special Necessary Requirements:

- No conviction of a felony (Conviction of a misdemeanor may bar appointment.)
- Successful completion of the N.Y. State Sheriff's Association Basic Civil Council Phase I and Phase II training.

## How to apply

You may obtain an application for examination at the Onondaga County Department of Personnel between the hours of 8:00 am. and 4:30 pm, at the Self Service Examination Center located in the basement of the Civic Center during and after business hours or at the Onondaga County Personnel website. [www.ongov.net](http://www.ongov.net)

Or

Contact the Sheriff's Office Human Resource Section at 315-435-1767 or on the OCSO website [sheriff.ongov.net](http://sheriff.ongov.net)



## Benefits

### SALARY:

- Competitive Salary
- Pay increases after **1, 2, 4** and **7** years of service

**VACATION:** After 1 year of service you receive **11** days of vacation, and will increase up to **22** days per year.

**PERSONAL LEAVE:** **3** Personal Leave days each year, after completion of 1 full year of continuous service

**HOLIDAYS:** **12** paid holidays each year

**HEALTH & DENTAL:** A choice of select HMO's for individual or family coverage:

**SICK LEAVE:** Sick leave credits are earned at the rate of **10** days per year.

**RETIREMENT:** ERS Retirement Plan. You are required to contribute 3% of your gross earnings towards your retirement benefits, until the completion of 10 years of continuous service, at which time the contribution is waived. You can retire at the age of 62 with 30 years of continuous service.



Sheriff  
Eugene J. Conway



## Civil Department



ARE YOU  
READY TO  
STAND OUT?

Join the Onondaga County Sheriff's Office  
Where COMMITMENT, COURAGE  
and INTEGRITY stands out

407 South State Street Syracuse, NY 13202

# Welcome to the Onondaga County Sheriff's Office Civil Department

Proudly Serving Since 1794

## Our Mission

The Mission of the Onondaga County Sheriff's Office Civil Department is to exercise its responsibilities to professionally receive, serve and execute all civil process and orders that have been issued by a legal authority in a reasonable and timely manner while maintaining an impartial stance between all parties having an interest in a case.

## Records Unit

This unit is responsible for the safekeeping of records. It is divided into three areas: Data Management, Alarm Enforcement, and Custody Records

## Administrative Operations

The staff members in the Civil Process Division - Administrative Operations Section are responsible for all Income Execution cases and also the preparation of Civil Process that requires service by a Deputy. All cases received are reviewed by staff for accuracy and the correct fee's are collected for each case.

Income Execution cases are prepared and served to debtors or their employers. Monies are collected which are then disbursed to pay off outstanding judgments.

## Identification Unit

This unit processes all Identification Cards issued by the Sheriff's Office, issues I.D. cards and maintains database of E.M.S., Fire police and fire department personnel in Onondaga County, processes fingerprinting for arrest on appearance tickets, and investigates, fingerprints and screens Home Health Aide applicants in accordance with Local Law #4 of 1991.

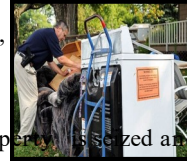


## Field Operations

This section, comprised of civil deputies, is responsible for serving and enforcing civil processes issued by the courts to include Summons, Petitions, Subpoenas, Real and Personal Property Executions, Orders of Seizure, Attachment Orders, Warrants of Eviction, Orders of Protection, and Civil Arrest Warrants.

Some examples of their duties include serving and enforcing the following:

**Family Court actions:** Support Proceedings, Paternity Proceedings, Custody Proceedings, and Orders of Protection



**Property Executions:** real and personal property seized and sold to satisfy money judgments

**Orders of Protection:** issued as a result of proceedings involving child support, paternity, juvenile delinquency, custody, and marital disputes in Family Court (a Civil Court)

**Income Executions:** deduction from wages to pay a debt

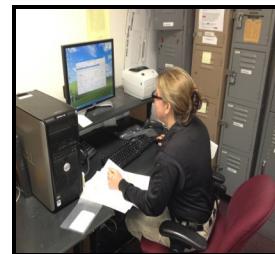
**Warrants of Eviction:** an order of the court directing the landlord be placed in full possession of their property and supervising the actual removal and placement of the tenant's personal property off the premises (The Sheriff's Office Civil Process Division is the primary agency in Onondaga County to serve and enforce these warrants.)

The intent of process serving is to give notice of the commencement of a legal action or proceeding. Failure to give notice could impair or prejudice someone's rights. The methods of serving are personal delivery (delivering to a person of suitable age and discretion), nail (attaching a process to the door), mail, or a court-ordered alternative. (Variations exist when serving infants, partnerships, and corporations.)

## Fiscal Section

The **Fiscal Section Manager** assists in budget preparation, submission, and defense of the Sheriff's Office annual budget. The Manager is the review and approval authority of Accounts Payable, Accounts Receivable, and Purchasing, and oversees the daily operational issues in all areas of the Fiscal Management Section.

- **Accounts Payable Unit**
- **Accounts Receivable Unit**
- **Purchasing Unit**
- **Facilities Management Unit**
- **Fleet Management Unit**
- **Grants Management Unit**
- **Supply & Services Unit**



## Human Services Unit

This unit is responsible for providing counseling and referral services for membership, and to act as a referral agent for psychological assessment as ordered by the Sheriff's Office. This unit also provides research and recommendation for pre-hiring psychological testing, direction for Fit for Duty evaluations, counseling services to members, and assists the Onondaga County Sheriff's Office Police Department with death notifications.

- **Personnel Unit**
- **Payroll Unit**



## Pistol License Unit

After receiving a new pistol license application, this unit processes the application as follows:

- Review all pistol license applications to insure compliance with state law
- Obtain fingerprints and photographs of applicant (along with pistol license application and fee)
- Submit fingerprint cards to D.C.J.S. and the F.B.I. for criminal history background checks
- Conduct background investigation
- Send out reference letters regarding new applicants
- Submit completed application to appropriate County Court Judge for final approval
- Upon approval, process and issue pistol license to applicant as well as distribute application to appropriate agencies

Other duties include processing license holders' amendments, acquisitions, disposals, address changes, duplicates and transfers, maintain pistol license files, process pistol license suspensions and revocations, conduct criminal investigation of pistol licensees when warranted, and conduct deceased pistol licensee investigations.

## Research and Development Section

Responsible for providing assistance for all of the Onondaga County Sheriff's Office Divisions, Sections, Units and Teams in preparation of policies, procedures, and special orders. Conducts long-range research and planning, statistical analysis, training, the Annual Report, and other duties and projects as assigned by the Sheriff or his designee.

## Staff Development Section

This section coordinates and maintains records of all training conducted by and attended by members of the Onondaga County Sheriff's Office as well as issuing all Training and Officer Safety bulletins. The training includes annual In-Service, Police and Custody Academy instructor assistance on various topics, any external training, and firearms training for both academies, SWAT, and others as directed.