



ONONDAGA COUNTY
SHERIFF'S
OFFICE

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

ARE YOU READY TO STAND OUT?



Recruitment Video



ONONDAGA COUNTY, NY

Click on the photo to play the video

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.

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 fees 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.

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 Seizures, Attachment Orders, Warrants of Eviction, Orders of Protection, and Civil Arrest Warrants.

Examples of duties include serving and enforcing the following:

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

Property Execution: real and personal property is 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 Execution: deduction from wages to pay a debt.



FIELD OPERATIONS CONTINUED

Warrants of Evictions: 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



Benefits

Salary:

- Probationary rate for 1st year \$47,247
- Upon completion of 1st year \$56,255
- Current top Salary \$64,617
- 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.

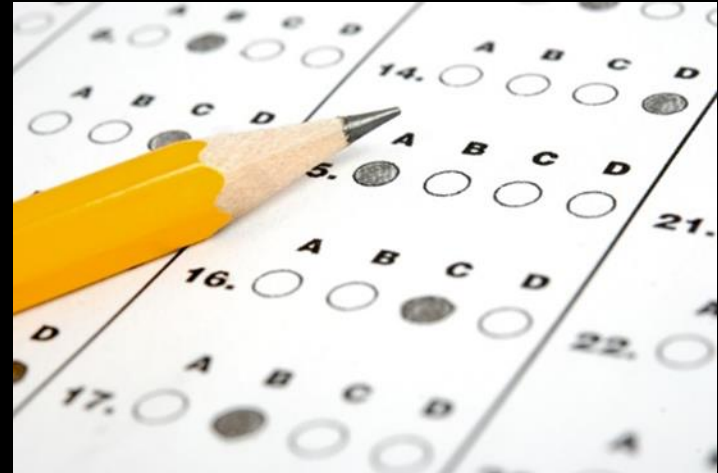
Sick Leave: Sick leave credits are earned at the rate of 10 days per year.

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.

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 felony convictions (Conviction of a misdemeanor may bar appointment).
- Successful completion of the N.Y. State Sheriff's Association Basic Civil Council Phase 1 and Phase 2 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. You may also log on the County Personnel website. www.ongov.net

or

Contact the Sheriff's Community Relations Unit at (315) 435-3006



APPLICATION FOR EMPLOYMENT

LAST NAME

STREET ADDRESS

POSITION DESIRED?

HAVE YOU APPLIED FOR EMPLOYMENT?

☐ YES ☐ NO -- IF YES...

MONTH & YEAR:

Steps in the Hiring Process

- Successfully passing Civil Service Examination
- Physical Agility Assessment (Cooper Standards)
- Advancing through Canvass Interview
- Advancing through Board Interview
- Successfully completing Background Check
- Passing a Polygraph examination
- Passing a Psychological examination
- Successful completion of Drug Testing



SUGGESTED TOOLS/TIPS

- Familiarize yourself with basic mathematical, grammar and sentence reconstruction test preparation materials.
- Start practicing for the physical agility test.
- Request an appointment with the training department for a job shadow experience.
- Maintain a positive standing within the community.
- Contact recruiter for any additional questions.

