Greene County Sheriff's Office
Job Announcement – SHERIFF'S CIVIL OFFICE COORDINATOR (HELP program)

Hourly Rate: $23.79 (Grade 12, Step 0) 40 hours weekly

This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program.
Appointment will mature into a permanent, Competitive position, without testing, upon the successful completion of a 52-week probationary period.

This position differs from the Civil Office Manager in that the incumbent assists the Civil Office Manager with the daily operation of the Civil Office. The duties of this position may involve the serving of Income and Property Executions, Eviction Notices, Seizure of Property, Attachments, Garnishments, Court Orders, and a variety of other summons, mandates, and complaints. The incumbent may participate in closing businesses, facilitating auctions on foreclosed properties, and assisting individuals seeking information regarding civil matters. General supervision is received from the Civil Office Manager with minimal leeway allowed for the use of independent judgment in carrying out the details of the work. Does related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTIERISTICS: Good knowledge of general legal principles, practices, and procedures; Good knowledge of policies and procedures in a law enforcement office; Good knowledge of practices and policies pertaining to civil law; Good knowledge of common office software programs, such as word processing, spreadsheets, and databases; Ability to handle administrative details independently; Ability to communicate effectively, both verbally and in writing; Ability to establish and maintain cooperative relations with the public and other governmental and private agencies; Ability to prepare and maintain accurate records and reports; Ability to make complex arithmetic computations involving fractions, decimals, and percentages; Ability to understand and interpret complex written material; Ability to maintain confidentiality; Tactful, courteous, and dependable.

MINIMUM QUALIFICATIONS:

A. Possession of an Associate Degree with a minimum of two (2) years of experience working in a legal office, law enforcement setting, criminal justice or court setting, or in a community service agency processing legal and/or civil documents and paperwork, one (1) year of which must include office management or administrative experience;

OR

B. High School or equivalent diploma with a minimum of four (4) years of experience working in a legal office, law enforcement setting, criminal justice or court setting, or in a community service agency processing legal and/or civil documents and paperwork, one (1) year of which must include office management or administrative experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license which must be maintained throughout employment.
2. Current notary public certification.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. ***You may include a resume but do not substitute a resume.***

Applications can be obtained at: GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2025.pdf

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@greenecountyny.gov.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a background check and drug screen.