

**DEPARTMENT:** TOWNS  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** REVISED 05/28/85

**CIVIL ENFORCEMENT OFFICER PART-TIME**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class serves legal papers and performs other routine civil law enforcement duties in a town. The work is performed under the general direction of the Town Supervisor with leeway provided for the use of independent judgment in the serving of legal papers. An employee in this class is required to be available at irregular hours. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Serves or executes attachments, writs, processes, or order of the court;
2. Serves jury summonses;
3. Investigates violations of local ordinances, reports findings to proper town authority;
4. Maintains records and prepares reports on activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good social and general intelligence; ability to be courteous yet firm with the public; ability to understand and carry out oral and written directions; ability to operate a motor vehicle; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a senior high school or an equivalency diploma approved by New York State; **AND** possession of a valid New York State motor vehicle operator's license;

**OR:** One (1) year of experience in the serving of legal papers; **AND** possession of a valid New York State motor vehicle operator's license.

**SPECIAL REQUIREMENT:** It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Time required to satisfy training requirements:

Employee working less than 10 hrs. per week → 36 months

Employee working 10-12 hours per week →→→ 24 months

Employee working over 20 hours per week →→ 18 months

(MSD-CL-13-84)

**Non-competitive approved for villages with population less than 5,000 by State CSC 12/17/2001.**