

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Office of the Sheriff
Pay consistent with Grade 10
FLSA exempt position

CHIEF DEPUTY SHERIFF

GENERAL STATEMENT OF DUTIES: Provides support and assistance to the Sheriff; performs supervisory duties in field and office in the serving of subpoenas; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is appointed by and serves at the pleasure of the Sheriff; assists and acts on behalf of the Sheriff, which requires performance of supervisory responsibilities over office staff and Deputy Sheriff-s serving subpoenas and maintaining courtroom security.

ADA REQUIREMENTS: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for preparing and analyzing written or computer data, use of firearms, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and atmospheric conditions.

EXAMPLE OF WORK: (Illustrative Only)

Train new deputies in office and court procedures, and service techniques;
Process capias defendants and arrange for disposition;
Maintain department vehicle logs;
Assign work to deputies;
Schedule staff training and maintain records;
Direct vehicle maintenance and maintain records;
Coordinate retention and transportation of prisoners, as necessary;
Prepare invoices and account for services provided;
Supervise staff and conduct performance appraisals;
Effect service of court-ordered subpoenas;
Answer inquiries from the general public concerning Sheriff Office operations;
Review payroll records for accuracy;
Serve as liaison to County departments;
Monitor office expenditures;
Assist in preparation of annual Office budget;

Follow up complaints concerning deputies or staff;
Handle difficult cases as directed by Sheriff;
Serves as firearms training officer;
Assist in security matter as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of police procedures; good knowledge of judicial and courtroom procedures; experience supervising office and police/security staff; ability to effectively serve subpoenas; ability to enforce office and court procedures and policies firmly, tactfully, and impartially; ability to establish and maintain effective working relationships with judiciary, police agencies; court staff, County staff, and the public; ability to express oneself clearly and concisely, orally and in writing; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with ten or more years as a certified sworn police officer or security personnel, or graduation from an accredited college or university with major coursework in law enforcement or legal procedures; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must complete and maintain firearms and other training as required by County policy and/or State statute. Possession and retention of a valid motor vehicle operator-s license issued by the State of Delaware. Good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgment

EST. 07/01/03
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