

KENT COUNTY POSITION DESCRIPTION

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

Office of the Sheriff  
Pay consistent with Grade 9  
FLSA exempt position

**DEPUTY SHERIFF**

GENERAL STATEMENT OF DUTIES: Serve court ordered subpoenas; transport prisoners; provide courtroom security; 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, in the service of 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; mental acuity is required to make rational decisions through sound logic and deductive processes; 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)

Effect service of court-ordered subpoenas;  
Maintain records of service;  
Answer inquiries from the general public concerning Sheriff office operations;  
Conduct property inventory for scheduled sales;  
Assist in sale of property by Sheriff;  
Access property reports from State agencies;  
Maintain logs and reports for reimbursement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of police procedures; good knowledge of judicial and courtroom procedures; 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 five 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.

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Employee Acknowledgment

EST. 07/01/03

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