

KENT COUNTY POSITION DESCRIPTION

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

Office of the Clerk of the Peace
Pay consistent with Grade 7
FLSA exempt position

DEPUTY CLERK OF THE PEACE

GENERAL STATEMENT OF DUTIES: Provides support and assistance to the Clerk of the Peace; performs highly responsible clerical and administrative office work; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is appointed by the Clerk of the Peace and serves at his/her pleasure; assists and acts on behalf of the Clerk of the Peace; involves a high level clerical work with supervisory responsibility for carrying out difficult office tasks.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires kneeling, crouching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; 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, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLES OF WORK: (Illustrative only)

Direct and participate in the issuance of marriage licenses;
Direct and participate in the recording, indexing, and filing of records;
Determine the legality of marriage papers when parental consent is required and that all requirements for the State of Delaware have been met;
Prepare various recurring and special reports;
Assist attorneys and the general public with problems when necessary;
Collect fees and deposit into the proper accounts;
Answer telephone and give general information in response to public or official inquiries;
Type verbatim transcripts when necessary;
Assist in preparation of annual office budget;
Prepare and distribute minutes to the public and County offices;
Officiate at marriage ceremonies in absence of Clerk of the Peace;
Prepare general correspondence;
Plan, supervise and participate in the work of the office;

Supervise electronic entry of meeting minutes;
Advertise Introduction of Ordinances for Public Hearings;
Advertise Ordinances upon adoption.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of office practices, procedures, equipment and standard clerical and typing techniques; good knowledge of State and County laws and regulations pertaining to the operations of the office; ability to make decisions within established guidelines; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with fellow employees and the general public; excellent working knowledge of personal computers; regular and timely attendance; performance of duties in a safe manner; good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. with considerable experience in clerical work; or any equivalent combination of experience and training which provides the required knowledge and skills.

ADDITIONAL REQUIREMENTS: Must pass written examination and typing test rated at a minimum 45 words per minute administered by the Kent County Personnel office. 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
Rev. 07/01/15

NOTE: Under State Law, elected row officers may select a Deputy and Levy Court shall fix the compensation. The Levy Court with concurrence from the officer holder may establish minimum qualifications for the deputy and therewith the appropriate pay range. Additionally, the deputy must follow all County personnel policies, rules and procedures in order to retain the pay rate assigned to the slotted grade. All deputies serve at the pleasure of the elected official.