

Title: Chief Deputy Sheriff
Department: Office of the Sheriff
Division/Office: N/A



Grade 2119; FLSA Exempt position; Category: Appointed; Job Code: CDSH; Rev.:07/01/2021

General Description

The incumbent performs legal services for various branches of the State of Delaware and Kent County; serves legal documents and enforces civil order issued by courts. The Chief Deputy is appointed and serves at the pleasure of the Sheriff, who may discharge the incumbent at any time. The incumbent shall assume all the authority of the Sheriff in the absence or incapacitation of the duly elected Sheriff.

Deputy Sheriff's in the State of Delaware are not law enforcement officers.

This position works under general supervision, independently developing work methods and sequences. *Position eligible to participate in classification and pay plan per County policy.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Trains new deputies in office and court procedures, and service techniques.
- Post notices of Sheriff Sales.
- Serves civil and criminal processes.
- Enforces Superior & Chancery Court orders and judgments.
- Levies and replevins automobiles, household goods, appliances, equipment, merchandise, etc.
- Enforces evictions.
- Schedules staff training and maintain records.
- Directs vehicle maintenance and maintain records.
- Responds to inquiries from the general public concerning Sheriff's office operations.
- Assists in preparation of annual Office budget.
- Follows-up complaints concerning deputies or staff.
- Assist in maintenance of security during Sheriff Sales, as directed.
- Performs related work as required.

Minimum Education and Experience Requirements:

High school diploma or GED equivalent with prior law enforcement officer, security officer, correctional officer, or military experience supplemented with management/supervisory duties or any equivalent combination of education, training, and experience.

Additional Requirements:

Some knowledge of judicial and courtroom procedures; ability to effectively serve subpoenas

This Class Description does not constitute an employment agreement between the Kent County Levy Court and an employee and is subject to change by the County as its needs change.

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and other legal documents; experience supervising office and staff; ability to enforce office and court procedures and policies firmly, tactfully, and impartially; ability to establish and maintain effective working relationships with judiciary, law enforcement agencies, state agencies, County staff, and the public; ability to express oneself clearly and concisely, orally and in writing; working knowledge of personal computers and pertinent applications specifically pertaining to electronic mail, reports, spreadsheets and other software applications utilized by the office; regular and timely attendance; performance of duties in a safe manner.

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.

Americans with Disabilities Act 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must maintain a current CPR certification.
- Must complete and maintain firearms training and other training as required by County policy State statute, and/or official Sheriff's directive.
- Bachelor's degree in applicable field of study preferred.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement