

**Title: Deputy Clerk of the Peace**  
**Department: Office of the Clerk of the Peace**  
**Division/Office: N/A**



Grade 2112; FLSA Exempt position; Category: Appointed; Job Code: DCOP; Rev.:07/01/2021

### **General Description**

The incumbent is selected and employed by the Clerk of the Peace, who may discharge the incumbent at any time. The Clerk of the Peace is responsible for all official acts, neglects and defaults of the incumbent while employed in this position. The incumbent shall be possessed of all the authority of the Clerk of the Peace, and in the absence or disability of the duly elected Clerk of the Peace, shall perform all the duties of the office until the vacancy so created shall be filled as required by the Constitution or statutes of the State.

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.*

- Issues marriage licenses and certified copies of marriage licenses.
- Performs marriage ceremonies in absence of the Clerk of the Peace.
- Provides information to couples concerning marriage license via in-person, telephone and e-mail and researches requested information if needed.
- Schedules and coordinates weddings.
- Ensures that all state required marriage or civil union provisions have been met and followed according to rules and regulations of the Delaware Code.
- Prepares various recurring and special reports including single status and monthly finance reports.
- Assists attorneys and the general public with problems when necessary.
- Collects fees for marriage licenses, certified copies and other miscellaneous fees and deposit into proper accounts.
- Maintain database of ministers and officiants.
- Troubleshoots and resolves Genesis Software issues and problems as needed.
- Answer phone calls and give general information in response to public or official inquiries.
- Orders office supplies as needed.
- Transcribes and type minutes verbatim from Levy Court business meetings.
- Advertises Introduction of Ordinances for Public Hearings and Ordinances upon Adoption as directed.
- Inputs office payroll and submits to Personnel Office.
- Supervises staff in the absence of the Clerk of the Peace.
- Types general correspondence relating to this office and mails out go certificates daily.
- Assists in the training of new hires.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by three (3) years of experience in customer service, clerical or administrative support or any equivalent combination of education, training, and experience.

*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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**Additional Requirements:**

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.

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 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 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 deductive processes; 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, 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.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

**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.

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Employee Acknowledgement