

# NEW CASTLE COUNTY GOVERNMENT

Number 0180

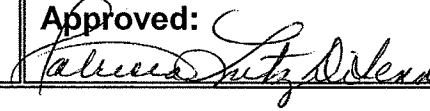
Page 1 of 2

Date 05/01/03

## CLASS SPECIFICATION

Title: DEPUTY I

Approved:



GENERAL STATEMENT OF DUTIES: Performs supervisory or highly responsible clerical and administrative work in a row office of an elected official; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs high level clerical work often involving supervisory responsibility in carrying out difficult office tasks in the row office of an elected official. An employee in this class is usually assigned the responsibility for a specific function or functions in the office. Work is usually performed independently with minimum supervision under general direction.

EXAMPLES OF WORK: (Illustrative only)

- Directs and participates in the issuance of marriage licenses and issues other licenses and permits;
- Posts maps in sewer plot book;
- Satisfies mortgages;
- Directs and participates in the recording, indexing and filing of other records;
- Determines the legality of marriage papers when parental counsel is required and that all requirements for the State of Delaware have been met;
- Examines filings of candidates for school board elections to determine that all technical requirements have been met;
- Prepares various recurring and special reports;
- Assists attorneys and the general public with problems involved in filing papers, satisfactions, and searches;
- Supervises, coordinates, and assigns work of subordinates;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of the methods used in keeping accounts, in complex filing systems, and in the handling of important legal documents; some knowledge of office procedures and terminology; ability to communicate courteously and effectively, both verbally and in writing; ability to understand complex oral and written instructions; ability to supervise support staff; ability to get along well with others; clerical aptitude; good judgment; ability to pass a Class III County physical examination.

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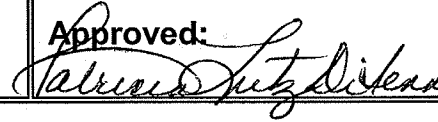
Page 2 of 2

## CLASS SPECIFICATION

Date 05/01/03

Title: DEPUTY I

Approved:



**ACCEPTABLE TRAINING AND EXPERIENCE:** At least three years experience in a clerical position and completion of a standard high school course or GED certificate program supplemented by business or commercial courses; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### HISTORY OF REVISIONS:

Established: 06/01/70  
Revised: 07/01/73  
Revised: 01/03/89  
Revised: 03/20/89  
Revised: 02/14/94  
Revised: 11/01/98  
Revised: 05/01/03