

NEW CASTLE COUNTY GOVERNMENT

Number 1132

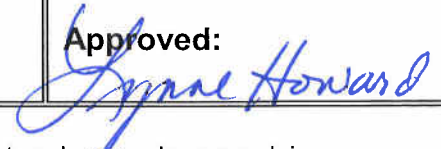
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CLASS SPECIFICATION

Date 11/30/10

Title: CHIEF DEPUTY SHERIFF

Approved:



GENERAL STATEMENT OF DUTIES: Performs responsible management and supervisory work in the Office of the Sheriff to assist the Sheriff and appointed Chief Deputy to plan and coordinate the civil/criminal process of the Office of the Sheriff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the planning, management, and supervision of the overall operations of the Office of the elected Sheriff. Additionally, an employee in this class is responsible for directly supervising the Real Estate Coordinator, office personnel, and Deputy Sheriffs and for coordinating their activities, as well as coordinating activities for the Sheriff's Office with the courts of the State of Delaware and other governmental agencies. Work is performed under the supervision of the Sheriff or the appointed Chief Deputy. An employee in this position may be required to perform the duties of the Chief Deputy during his or her absence.

EXAMPLES OF WORK: (Illustrative only)

- Prepares and oversees the preparation and management of the office budget;
- Reviews and analyzes revenues and expenditures;
- Analyzes potential expenditures for cost effectiveness and efficiency;
- Reviews bank reconciliations;
- Studies management methods in order to improve workflow, simplify office procedures, and implement cost reductions;
- Supervises, plans, and evaluates the work of subordinate section managers responsible for different bargaining units;
- Supervises and reviews the work of deputy sheriffs, professional and clerical staff;
- Reviews and answers correspondence;
- Develops policies, procedures and improved work methods for review by the Sheriff and/or Chief Deputy;
- Prepares and submits periodic activity reports on the operation of the office;
- Develops and implements new standard operating procedures and office guidelines;
- Directs and manages special projects as needed;
- Coordinates programs with other County elected offices and State departments, including the Departments of Justice, Labor, Corrections, and out-of-state courts;
- Researches and implements new regulations promulgated by the Courts and federal, state and local governments;
- Develops new service programs in cooperation with the courts;
- May be required to perform the duties of the Chief Deputy in his or her absence;
- Directs the overall supervision of personnel in the office, field and courts;
- Supervises the set-up and scheduling of judicial sales;
- Attends the several courts of law and equity of the State of Delaware as required by law;
- Serves as liaison between the office and the courts of the State of Delaware;
- Prepares schedules and work assignments for Deputy Sheriffs and all office staff;

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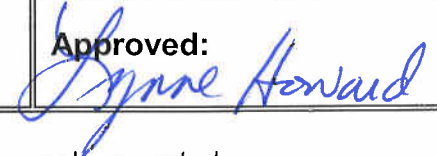
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CLASS SPECIFICATION

Date 11/30/10

Title: CHIEF DEPUTY SHERIFF

Approved:



- Examines papers to be recorded to see they have been fully and properly executed;
- Instructs deputies and office staff concerning rules, regulations, work methods, and procedures and sees that they are observed;
- Evaluates the performance of the Real Estate Coordinator, Deputy Sheriffs and office staff;
- Prepares required reports and maintains records of assigned activities;
- 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 personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern principles and practices of business and office management; thorough knowledge of administrative principles; thorough knowledge of laws and regulations relating to Sheriff's Office activities, including bargaining agreements; thorough knowledge of Sheriff's Office terminology, procedures, and routines; good knowledge of court procedures, forms, and legal terminology; good knowledge of the geography of the County; ability to plan office systems and to establish and administer complex procedures; initiative; ability to draw valid conclusions; ability to analyze complex problems and to prepare detailed reports; ability to establish and maintain effective working relationships with court administrators, department managers, law enforcement officials, and the general public; ability to communicate courteously and effectively, both verbally and in writing; demonstrated ability to manage operational functions and supervise personnel; tact and courtesy.

MINIMUM QUALIFICATIONS: At least five (5) years experience in business administration, and/or at least five (5) years experience as a Deputy Sheriff or law enforcement officer, to include at least three (3) years experience in the supervision of law enforcement personnel, and possession of a Bachelor's degree from an accredited college or university with major course work in business administration or related field; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class 1b County physical examination, background investigation and psychological examination. Completion of a weapons training program during the one year probationary period. Possession of a valid Delaware Class D driver's license or its equivalent. Weight shall be proportionate to height; minimum uncorrected vision must not be less than 20/200 in each eye and corrected to 20/30 in each eye; must be able to distinguish between the colors of red, green, and amber.

HISTORY OF REVISIONS:

Established:	07/09/75
Revised:	04/17/89
Revised:	01/02/91
Revised:	06/17/91
Revised:	01/01/96
Revised:	09/01/99
Revised:	11/01/03
Revised:	11/30/10