

# NEW CASTLE COUNTY GOVERNMENT

Number 1130

## CLASS SPECIFICATION

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Date 6/16/2020

Title: DEPUTY SHERIFF

Approved:



GENERAL STATEMENT OF DUTIES: Performs civil legal service for various branches of the State and County Government; does related work as required. Deputy Sheriffs, in Delaware, are not law enforcement officers.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs legal work serving civil and criminal processes such as writs, summonses, attachments, and subpoenas to citizens of New Castle County as directed by the various courts. A Deputy Sheriff receives general supervision from the Sheriff, Appointed Chief Deputy, and/or Chief Deputy Sheriff. This employee is required to exercise independent judgement and discretion in difficult or unusual situations.

EXAMPLES OF WORK: (Illustrative only)

- Serves civil and criminal processes;
- Posts notices of Sheriff's sales;
- Levies, replevins and impounds automobiles, household goods, appliances, equipment, merchandise, etc;
- Completes routine paperwork in accordance with assignments;
- Enforces Superior & Chancery Court ordered evictions;
- Confers with defendants, attorneys, judges, and police agencies when necessary;
- 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;
- Operates a motor vehicle;
- May appear in court to testify as a witness as necessary;
- May attend training in law enforcement methods and procedures;
- May transport defendants and people with mental health concerns to jails, hospitals, and other jurisdictions.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Some knowledge of law enforcement practices, court procedures and process serving regulations; good knowledge of the geography of the County, or knowledge of how to use a GPS; general knowledge of legal terms; good knowledge and use of a personal computer specifically pertaining to electronic mail, pulling reports, Microsoft Excel and other software applications utilized by the Office; ability to meet Delaware COPT firearm qualification standards within two qualification attempts using a department-issued firearm; ability to understand and carry out oral and written instructions; ability to deal firmly and courteously with the public; ability to communicate courteously and effectively, both verbally and in writing; ability to safely operate an automobile; good judgment; dependability; excellent moral character.

### MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED; at least one (1) year of experience as a law enforcement officer or security guard. Must be Delaware COPT certified (active or inactive) or an equivalent state's certification and combination of experience, education or training directly related to the required knowledge, skills and abilities

**ADDITIONAL REQUIREMENTS:** Must pass a Class Ib County physical examination. Satisfactory completion of a background investigation and a psychological examination. Completion of a weapons training program and Delaware COPT certification for use of department-issued firearm within the first six (6) months of employment. Possession of a valid Delaware Class D driver's license or its equivalent. Weight shall be proportionate to height; minimum uncorrected vision must be 20/200 in the right eye and 20/200 in the left eye, and a 20/30 corrected vision in each eye; must be free from color blindness.

### HISTORY OF REVISIONS:

Established: 01/15/66  
Revised: 07/01/73  
Revised: 04/29/74  
Revised: 01/25/88  
Revised: 03/20/89  
Revised: 08/01/90  
Revised: 01/24/95  
Revised: 09/01/99

Revised: 11/01/03  
Revised: 07/27/06  
Revised: 11/23/09  
Revised: 11/05/13  
Revised: 06/16/20