



SC-PAY GRADE 13

DEPUTY SHERIFF

DUTIES AND FEATURES OF THE CLASS:

The incumbent in this position performs duties of a process server for the Courts. A Deputy Sheriff receives general supervision from the Sheriff and the Chief Deputy and may occasionally consult with the Sheriff's Sale Administrator and/or Office Manager in matters concerning the proper disposition of cases and documents concerning those respective areas. The incumbent is required to exercise independent judgment and discretion in difficult or unusual situations. Deputies must keep a neat and professional appearance in their uniform, vehicle and equipment. The Deputies personal conduct should be conducted so as to not have a negative reflection on the Sheriff or his Office.

EXAMPLES OF WORK:

Serves civil/criminal subpoenas, summonses (including Rule 9), wage attachments, Rule to Show Cause hearing notices, Citations on Appeal, Industrial Accident Board Hearing notices, orders of hearings, motion for Default of Judgment, records Subpoena (Duces Tecum) and documents from other states courts; posts ten (10) day notices and Sheriff Sales notices; posts or serves notice of various hearings; conducts Sheriff Sales, levies (the obtaining of money by legal process, through seizure and sale of property), monitions (person monished), formal order of the court commanding that something be done by the person to whom it is directed, replevin Orders (a person entitled to goods and chattels may recover those goods and chattels from one who has wrongfully detained them), this includes Superior Court ordered evictions, Goods and Chattels sale (personal property as opposed to real property); appears in court to testify as required; confers with the public, violators, attorneys, judges, police agencies and other departments or agencies when necessary; operates office equipment, personal computer, and other related equipment in the course of his/her job requirements; may attend training to enhance the deputy's knowledge and performance in their job-related duties; performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Strong ability to enter accurate information into official documents and reports; ability to promote an ongoing attitude of excellent public service and ensures that external and internal customers are provided with the highest quality of service; ability to establish and maintain effective working relationships with co-workers, property owners, representatives from other agencies and the public; ability to work with little supervision and carry out assigned duties in a responsible manner; ability to handle typical and crisis situations efficiently and effectively; 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 GPS; general knowledge of legal terms.

QUALIFICATIONS:

Minimum High School Diploma or GED with a minimum of three (3) years' experience in a related field; must be Delaware C.O.P.T. (Council on Police Training) certified within the last two (2) years; must be DEJIS (Delaware Criminal Justice Information System) certified within three (3) months of hire date; working knowledge of Microsoft Office Products (Outlook, Word, Excel) and related pertinent applications; excellent customer service and organizational skills; excellent verbal and written communication skills.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 40-hour work week
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

09/2020