

NEW CASTLE COUNTY GOVERNMENT

Number 0155

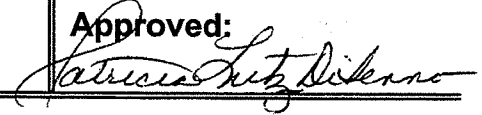
CLASS SPECIFICATION

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Date 09/01/99

Title: REGISTER IN CHANCERY OFFICE ADMINISTRATOR

Approved:



GENERAL STATEMENT OF DUTIES: Performs management and supervisory work in the Office of the Register in Chancery; 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 Register in Chancery. An employee in this class may be deputized and assigned a legal title to make actions legally effective as prescribed by existing law. Work is performed under the general supervision of the Register in Chancery or the appointed Chief Deputy.

EXAMPLES OF WORK: (Illustrative Only)

- Oversees the preparation and management of the office budget and related financial reports;
- Studies management methods in order to improve work flow, simplify office procedures, and implement cost reductions;
- Supervises, plans and evaluates the work of subordinates;
- Reviews and answers correspondence;
- Develops office policies and procedures for review by the elected office holder;
- Prepares and submits periodic activity reports on the operation of the office;
- Directs and manages special projects as needed;
- Coordinates office programs with other County elective offices and State of Delaware departments;
- Directs activities related to the Call of the Calendar;
- Maintains and reviews investment records for compliance with the Delaware Code;
- Supervises records management;
- Serves in liaison capacity between the office, attorneys and the general public;
- 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: Thorough knowledge of modern principles and practices of business and office management; thorough knowledge of methods and procedures of accounting practices; thorough knowledge of administrative

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principles; thorough knowledge of laws and regulations relating to Register in Chancery activities; ability to plan office systems and to establish and administer complex maintain procedures; ability to draw valid conclusions; ability to establish to establish and effective working relationships with judges, court administrators, department managers, the legal community, and the general public; ability to communicate courteously and effectively; demonstrated ability to manage operational functions and supervise personnel; tact and courtesy; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least five years of experience in the management of an office engaged in legal or court related activities and possession of a Bachelor's Degree from an accredited college or university with major course work in accounting, finance, business administration or a related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:
Established: 03/07/91
Revised: 01/01/96
Revised: 09/01/99