

# NEW CASTLE COUNTY GOVERNMENT

Number 0183

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Date 01/05/18

## CLASS SPECIFICATION

Title: DEPUTY II

Approved: 

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

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs supervisory work involving responsibility for the operation of a division of an office under the direction of an elected official or other designated supervisor. Immediate supervision is exercised over the work of several assigned subordinates. The work requires the exercise of judgement in the application of prescribed procedures and methods.

### EXAMPLES OF WORK: (Illustrative only)

- Supervises, coordinates, and assigns work of subordinates;
- Directs and participates in the recording, indexing, and filing of other records;
- Ensures that subordinate personnel receive appropriate training and instructions;
- Reviews work of subordinates for completeness and accuracy and directs the appropriate changes where necessary;
- Prepares and submits special and regular reports;
- Explains office policies and procedures to attorneys and the public;
- Checks papers for compliance with requirements for proper recording;
- Assists the public and attorneys in problems related to recording of deeds and mortgages;
- Directs the handling of correspondence;
- Ensures that office procedures are followed and conform with established policies;
- Meets with attorneys, paralegals and/or public to open estates, determine qualifications of petitioning party (parties), ensure that probate requirements are met and instruct clients without legal representation on probate process;
- Gives oaths for opening and closing of estates;
- Audits estate accountings filed, verify expenses listed, audit all supporting documents that accompany those accountings and collect settlement fees due;
- Issues documents to clients in order to transfer individual's assets to proper party;
- 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.

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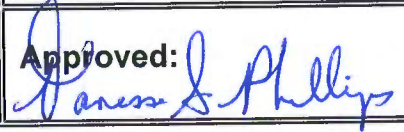
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Date 01/05/18

## CLASS SPECIFICATION

Title: DEPUTY II

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of modern methods and procedures of bookkeeping practices; good knowledge of office terminology, procedures, and routines; good knowledge of forms, and legal terminology; good knowledge of common supervisory practices; ability to communicate courteously and effectively, both verbally and in writing; ability to deal effectively with co-workers and the public; judgment; tact.

MINIMUM QUALIFICATIONS: At least five years experience in progressively responsible office work including at least one year experience in a supervisory capacity and completion of a standard high school course or GED certificate program; or an equivalent combination of experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and a background investigation.

### HISTORY OF REVISIONS:

Established: 07/09/68  
Revised: 07/01/73  
Revised: 05/01/89  
Revised: 02/14/94  
Revised: 11/01/98  
Revised: 09/01/99  
Revised: 11/01/03  
Revised: 01/05/18