

# ATTENTION:



## The Charles County Sheriff's Office Is now accepting applications for the position of **Part-Time Court Security Deputy** **Salary: \$17.58 per hour (24 hours a week)**



This uniformed, part-time position involves professional level work as a Court Security Deputy assigned to the Civil Unit with limited police powers as authorized by the Sheriff. This position involves general police work pertaining to the enforcement of all applicable statutes and laws within Charles County and specialized work relative to the operations of the Special Services Division and specifically the Civil Unit. This may include crime prevention, investigation and detection, protection of life and property, traffic control, and maintaining law and order in the County. This position reports directly to the Supervisor, Civil Unit.

### REQUIREMENTS:

- High School Diploma or equivalent.
- Graduation from a Maryland Police and Correctional Training Commissions (MPCTC) certified police academy, or, have held certification as a Maryland Law Enforcement officer within the last three (3) years at time of appointment. Certification from law enforcement agencies outside the state of Maryland **may be considered**.
- Knowledge of the Circuit and District court systems.
- Knowledge of law enforcement practices, court procedures, and process serving regulations.
- Ability to serve civil documents and process postings in accordance with the rules and procedures relating to each form of civil process.
- Handle any criminal law violations that occur during or as a result of an eviction.
- Ability to maintain and operate firearms proficiently.
- Must maintain certification with the Criminal Justice Information System (CJIS) for access into state and federal computer networks (METERS/NCIC).
- Ability to examine civil documents to ensure correctness and communicate with the Supervisor, Civil Unit, concerning discrepancies prior to serving the document.
- Ability to make accurate report to the issuing agency of action taken on civil document within the time frame specified by the court.
- Provide Court Security, if needed.
- Ability to pass a comprehensive background investigation.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.

### APPLICATIONS AVAILABLE AT:

Administrative Headquarters Building: 6915 Crain Highway, La Plata, MD  
District I Station: 6855 Crain Highway, La Plata, MD  
District II Station: 3145 Marshall Hall Rd., Bryans Road, MD  
District III Station: 3670 Leonardtown Rd., Waldorf, MD  
Online at: [www.ccsso.us](http://www.ccsso.us)

#### **Closing Date: Open until filled**

Please submit resume with completed application to:  
Human Resources, P.O. Box 189, La Plata, MD, 20646

For more information call: (301) 609-6417

**AN EQUAL OPPORTUNITY EMPLOYER**