

ATTENTION:



The Charles County Sheriff's Office Is now accepting applications for the position of **Part-Time Background Investigator** Salary: \$18.37 per hour



This part-time position is responsible for the background investigation of police officer applicants, correctional officer applicants, and civilian applicants. The investigator conducts and manages assigned applicant investigations to ensure conformity within Division and Agency regulations and compliance with established personnel law. The work location is located in the Headquarters Building, primarily a Monday-Friday schedule between the hours of 8am-4pm with occasional weekday evening hours and or weekends.

REQUIREMENTS:

- Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.
- Two (2) years of computer terminal operations experience.
- Prior experience as a certified Police Officer or Correctional Officer is preferred.
- Three (3) years of experience in conducting police related investigations either criminal, pre-employment, or both, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Ability to be certified under the Criminal Justice Information System (CJIS) Certification Program for access into the State and Federal computer networks.
- Possess knowledge of minimum qualifications for police and correctional officer applicants.
- Ability to work in diverse neighborhoods at various times of the day, including evenings and nights.
- Ability to deal with a wide range of people, including the elderly, non-English speaking ethnic persons and persons with medical conditions which may render them mentally unclear.
- Ability to write, comprehend, and speak English in a clear, effective manner.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Possess a valid driver's license.
- Ability to pass random drug testing.
- Ability to pass a comprehensive background check.

Applications available online: www.ccsso.us

Please submit completed application and
resume to: Recruiting@ccso.us or
by mail at

Human Resources, PO Box 189, La Plata, MD 20646
For more information call: (301) 609-3903

Closing Date: Friday, March 2, 2018 by 4:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER