



## Charles County Sheriff's Office Job Description

Approved:

Date:


**Job Title:** Part-Time Court Security Deputy  
**Unit:** Judicial Security Unit  
**Section:** Judicial Services Section  
**Division:** Special Services Division  
**Bureau:** Administration  
**Reports To:** Supervisor, Judicial Security Unit  
**FLSA Status:** Non-Exempt  
**Prepared By:** K. Burrows  
**Prepared Date:** August 2016  
**Salary Level:** Grade F  
**Scale:** 7

### **SUMMARY:**

This **part-time** position involves professional level work as a Court Security Deputy. The employee is responsible for the court security detail performed while Circuit and District Courts are in session at the Charles County Courthouse. Security also includes areas surrounding court buildings and offices, the Charles County Government building, and responsibility for the transportation of prisoners and juvenile detainees. Additional duties include completing orders and instructions of the courts and serving warrants and other court documents; arrest powers will be extended while performing these assignments. The employee receives supervision from, and reports directly to, the Supervisor, Judicial Security Unit, while at the courthouse, and to the Commander, Special Services Division, for other assignments. Work is evaluated through observations, conferences and reports.

### **ESSENTIAL DUTIES:**

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted or changed at any time at the direction of management, formally or informally, verbally or in writing.

Conduct a search of the courtroom prior to court commencing, during court recesses, and at the conclusion of the court docket.

Operate security devices.

Observe spectators, witnesses, victims, and defendants to prevent any disturbances that may occur.

Take charge of defendants ordered to pay court costs or take into custody persons directed by the court to be incarcerated.

Maintain control of prisoners in custody and transport prisoners to and from the courts.

Carry out orders and directives issued by the Judge.

Write police reports and conduct criminal investigations for incidents that arise at the Courthouse.

Complete court paperwork and serve process, when necessary.

Perform additional assignments as directed by the Commander, Special Services Division, or his designee on days that courts are closed or deputy services are not needed at the courthouse.

Maintain order in a courtroom environment, restrain hostile individuals, assist in crowd control, and pursue fleeing persons.

Attend and participate in meetings and training sessions, as required.

Perform other related duties, as assigned.

**SUPERVISORY RESPONSIBILITIES:** N/A

**QUALIFICATIONS:**

Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.

Possess strong community relations skills to deal with a wide range of people, including children, the elderly, non-English speaking ethnic persons, and persons with medical conditions which may render them mentally unclear.

Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by the telephone, or through radio communications.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Knowledge of law enforcement practices, court procedures, and process serving regulations.

Knowledge of the District Court system.

Knowledge of the Circuit Court system.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machine.

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 organize and determine priorities of diverse assignments.

Ability to assimilate information from a variety of resources. Analyze, evaluate and select, often with limited information, the best course of action.

Ability to read and comprehend various documents.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

Possess a valid driver's license.

Ability to maintain and operate firearms proficiently.

**EDUCATION and/or EXPERIENCE:**

Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.

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 the time of appointment.

Graduation from a 6 month Police Academy and able to become approved by the MPCTC to go to a comparative compliance program to become certified police officer through the State of Maryland.

**GENERAL CHARACTER REQUIREMENTS:**

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction/arrest may be grounds for disqualification.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sit or stand for prolonged periods of time.

Establish and maintain effective working relationships with coworkers and supervisors.

Appropriately accept supervision, criticism, and evaluation.

Exhibit and maintain professional decorum at all times.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Read computer screens and be able to distinguish colors.

Climb a step stool or stoop down to reach file drawers just above or below arm level.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

Must work overtime when deemed necessary by the Agency.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

08/2016