

ATTENTION:



The Charles County Sheriff's Office
Is now accepting applications for the position of
Civil Unit- Court Security Deputy



Full Time Reduced Hours (32 hours per week)

Salary: \$35,986

This position involves professional level work as a Court Security Deputy assigned to the Civil Unit with limited police powers. 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.

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**.
- Ability to serve civil documents and process postings in accordance with the rules and procedures relating to each form of civil process.
- Ability to maintain peace and order between all parties involved during evictions.
- Ability to handle any criminal law violations that occur during or as a result of an eviction.
- Ability to prepare affidavits and serve authorized criminal and civil process papers.
- Ability to testify in court and at other proceedings in a clear, well organized, and logical manner to accurately provide information describing events, objects, and evidence, to include in-car camera tapes, associated with a case.
- Knowledge of the Circuit and District court systems.
- Knowledge of law enforcement practices, court procedures, and process serving regulations.
- Ability to pass a comprehensive background investigation.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.

APPLICATIONS AVAILABLE:

Online at: www.ccsso.us

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

Or by fax: (301) 609-6420

For more information call: (301) 609-6417

Closing date: Open until filled

AN EQUAL OPPORTUNITY EMPLOYER