



Charles County Sheriff's Office
Job Description

Approved:

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Reports To:
FLSA Status:
Prepared By:
Prepared Date:
Salary Level:
Scale:

Domestic Violence Court Deputy
Judicial Services Section
Special Services Division
Administration
Supervisor, Domestic Violence Unit
Non-Exempt
K. Burrows
February 2017
Grade 10

SUMMARY:

This **full-time, grant funded** position involves professional level work as a Domestic Violence Court Deputy. The employee is responsible for the court security detail performed while domestic violence hearings are in session at the Charles County Courthouse. The grant provides a deputy to attend temporary and final protective order hearings in attempt to provide safety, support, and outreach resources to victims of domestic violence. The deputy interviews petitioners and respondents regarding access to firearms. Information will be obtained about the respondent's access to firearms and when applicable firearms affidavits will be completed. The deputy also meets with petitioners to answer questions, obtain crucial information to assist with service of the order and officer safety – in the form of a checklist. The deputy will provide resource information regarding outreach services. Additional duties when not assigned to the primary function of domestic violence include completing orders, instructions of the courts, serving warrants and other court documents; arrest powers will be extended while performing these assignments. The deputy can assist in court security related functions that may include providing security for areas surrounding court buildings, the Charles County Government building and responsibility for transport of prisoners. The employee receives supervision from, and reports directly to, the Supervisor, Domestic Violence Unit. 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.

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.

Provide information and assistance to the general public with inquiries pertaining to domestic violence matters.

Serve as a contact for information concerning the domestic violence statute.

Offer assistance in the completion of court generated forms.

Assist the Domestic Violence Coordinator as needed with information provided to victims regarding related counseling services provided in the community.

Provide the victim(s) with the appropriate point of contact within a specified participating agency.

Establish, maintain, and update a resource list for victims of domestic violence.

Communicate regularly with the Supervisor, Domestic Violence Unit, as directed.

Work under the direction of Circuit and District Court to process necessary paperwork.

Ensure coordination between the Charles County Sheriff's Office and participating domestic violence services providers.

Prepare reports as requested.

Review and recommend workflow improvements between related offices.

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

Perform other related duties, as assigned.

Work on special projects, as required.

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.

Ability to direct, plan, organize, and coordinate services to aid victims of domestic violence within Charles County.

Ability to work with potential victims of domestic violence under intense and sometimes volatile circumstances.

Must possess the ability to frequently exercise independent judgment and decision making based on experience and knowledge in accordance with established policies, procedures, judicial standards, and in compliance with Maryland Rules and the Annotated Code of Maryland.

Ability to write, compose, and develop documents, manuals, and other literature.

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

Possess thorough knowledge of business English, spelling, and punctuation.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone; must work well with others.

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 machines.

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.

Possess a valid driver's license.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

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, possesses a history and exhibits 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.

Work is performed both in the field and in an office setting with frequent interruptions.

Sit for prolonged periods of time, answering the telephone, some driving, and operating computer equipment.

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 be available on a 24-hour basis for phone contact and response to incident scenes to provide information regarding Victim Services issues.

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.

(02/2017)