

ATTENTION:



The Charles County Sheriff's Office Is now accepting applications for the position of **Part-Time Court Security Aide**



Salary: \$16.93 per hour

This part-time position is responsible for the court security detail in the Charles County Courthouse and Courtrooms. The aide will monitor these areas for signs of disruption, disorder, hostile and abnormal behavior, suspicious persons, and potential criminal behavior. In all instances, the Aide will summons the sworn Court Security Deputy when the above conditions develop or have the potential to develop. Court Security Aides will be assigned to civil trials and other low profile courtroom assignments as deemed appropriate by the supervisory authority. Aides may be assigned to other security details in the Courthouse when working in conjunction with a Sworn Court Security Deputy.

REQUIREMENTS:

- High School Diploma or equivalent.
- Three (3) years of experience in a law enforcement agency as recognized for reciprocity by the Maryland Police and Correctional Training Commission (MPCTC) is preferred, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Knowledge of the Circuit and District court systems.
- Knowledge of law enforcement practices, court procedures, and process serving regulations.
- Ability to operate and access law enforcement computer databases.
- Ability to monitor and operate the Agency's police radio.
- Ability to operate Agency vehicle in accordance with the established rules and regulations of the Agency and the laws of the State of Maryland.
- Possess strong community relations skills to deal with a wide range of people.
- Ability to safely lift and carry up to 20 pounds.
- Ability to pass a comprehensive background investigation.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.

Applications available online: www.ccsso.us

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

For more information call: (301) 609-6417

Closing Date: Thursday, July 26, 2018 by 4:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER