



Charles County Sheriff's Office Job Description

Approved:

Date:

Job Title: AEU (Automated Enforcement Unit) Deputy
Unit: Automated Enforcement Unit
Section: Special Operations Section
Division: Special Operations Division
Bureau: Operations
Reports To: Supervisor, Traffic Operations Section
FLSA Status: Non-Exempt
Prepared By: K. Burrows
Prepared Date: August 2016
Salary Level: Grade 10
Scale: 1

SUMMARY:

This non-critical civilian position, with limited Police powers as authorized by the Sheriff, provides support to the Automated Enforcement Unit, Traffic Operations Section, Special Operations Division, related to the Speed and Red Light Camera Programs. Responsibilities include handling telephone inquiries, reviewing and approving citations for accuracy and completeness, handling rentals, and conducting other assigned support functions. This position will be required to complete the court packets and other court documents, testifying in court for the validation of the speed and red light cameras and citations. The employee receives supervision from, and reports directly to, the Supervisor, Traffic Operations Section. The 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.

Coordinate with the Supervisor, AEU, in carrying forth the responsibilities of the Speed and Red Light Camera Programs.

Review and final approval for Speed and Red Light Camera citations. Confirm violation of recorded infractions to include speed of the vehicle and the posted speed in the camera area.

Create and maintain accurate files and file systems.

Maintain a database of court dates for citizens who have failed to request a court date within the legal time frame. Notify citizens of District Court replies and dispositions regarding approval or denial for trials.

Schedule court dates and notify violators of the court dates. Request and prepare court documents; testify at court proceedings.

Confirm the motor vehicle tag number and verify ownership of the violating vehicle through inquiries into the Motor Vehicle Administration (MVA), and METERS/NCIC computer files.

Prepare and forward to registered vehicle owner proof of the violation, the appropriate citation, and related documentation explaining the program and what action should be taken.

Prepare monthly reports concerning the Speed and Red Light Camera Programs and accident statistics.

Notify State Highway of traffic signals that need light replacements.

Assist in preparing and maintaining information pertaining to the Speed and Red Light Camera Programs for fair displays.

Assist with the turning on and off of the Speed Cameras, handling calls regarding camera issues and complaints.

Answer telephone inquiries regarding the Speed and Red Light Camera Programs and citations.

Coordinate with rental car companies to transfer information to lessee per rental contract.

Create and maintain a database for all daily ticket information to include location, date of batch, number of incidents, etc.

Assist other Agency Divisions in obtaining addresses through the METERS/NCIC or CAD systems to locate individuals regarding parking tickets, VICS workers, etc., as appropriate.

Type and distribute various correspondence, reports, letters, memos, etc.

Acquire and maintain reference documents and publications regarding the Speed and Red Light Camera Programs.

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.

Ability to maintain certification through the Maryland Police and Correctional Training Commission (MPCTC). Police powers will be limited as deemed by the Sheriff.

Ability to be certified using the computer programs associated with the Red Light and Speed Camera Programs.

Ability to be certified under the Criminal Justice Information System (CJIS) Certification Program for access into the Motor Vehicle Administration (MVA) computer system.

Ability to enter and retrieve data from various computer systems.

Knowledge of law enforcement practices and court procedures.

Knowledge of the District and Circuit Court systems.

Ability to apply knowledge, experience and reason to arrive at effective decisions for routine police situations.

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 the telephone.

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

Skill in coding, categorizing, and filing records and other materials.

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.

Possess the ability to work under pressure and successfully complete a large volume of assignments on a regular and consistent basis.

Ability to compose and type accurately and with reasonable speed, a variety of correspondence, reports, and other materials from rough draft or handwritten copy.

Ability to accurately proofread reports.

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 has held certification as a Maryland Law Enforcement officer within the last three (3) years at the time of appointment.

Three (3) years of progressively responsible professional experience maintaining a satisfactory job performance evaluation or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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 primarily in an office setting with frequent interruptions.

Sit for prolonged periods of time, answering the telephone, 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 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