



## Charles County Sheriff's Office Job Description

Approved:

Date:


**Job Title:** Part-Time Court Security Aide  
**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:** March 2017  
**Salary Level:** Grade E  
**Scale:** 7

### **SUMMARY:**

This **part-time** position is part of 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. The employee receives supervision from, and reports directly to, the Supervisor, Judicial Security Unit. Work is evaluated through observation, 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.

Operate security devices.

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

Call for police or medical assistance, as needed.

Carry out orders and directives issued by the Judge.

Complete court paperwork, as necessary.

Transport mail between the Courthouse and Headquarters, as assigned.

Operate assigned Agency vehicle in accordance with established rules and regulations of this Agency and the laws of the State of Maryland.

Ability to access law enforcement computer databases.

Ability to monitor and operate Agency assigned radio.

Maintain complete, required, and preventive maintenance to assigned vehicle, such as changing tires and checking fluids.

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 judgement, 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 safely lift and carry up to 20 pounds.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

Possess a valid driver's license.

**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.

Three (3) years of experience in a law enforcement agency as recognized for reciprocity by the Maryland Police and Correctional Training Commissions (MPCTC) is preferred, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**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.

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.

03/2017