



**Charles County Sheriff's Office  
Job Description**

Approved:

Date:


**Job Title:** Part-Time Firearms Instructor  
**Section:** In-Service Training Section  
**Division:** Training Division  
**Bureau:** Administration  
**Reports To:** Chief Firearms Instructor  
**FLSA Status:** Non-Exempt  
**Prepared By:** A. Miner  
**Prepared Date:** November 2020  
**Salary Level:** Grade G  
**Scale:** 7

**SUMMARY:**

This **part-time** position provides instruction in firearms courses, certification, and in-service training for police officers, correctional officers, and court security officers. The employee is responsible for establishing and maintaining a close working relationship with staff members and outside agency personnel. The employee works directly under the supervision of, and reports directly to, the Chief Firearms Instructor. 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.

Certify and train law enforcement and correctional officers in firearms as mandated by the Maryland Police and Correctional Training Commissions (MPCTC).

Instruct classes in a comprehensive and concise manner by researching and developing a comprehensive and certifiable training program as identified by a task analysis.

Become certified as an armorer, enabling the Instructor to evaluate weapons and make repairs when needed.

Conduct entry level firearms training to police recruits and lateral officers.

Evaluate officers' progress and take positive measures towards their improvement, when necessary.

Develop on-going training based on the continually changing laws, procedures, and techniques utilized in law enforcement and corrections.

Prepare correspondence to the MPCTC regarding approval for requested training and certification.

Maintain accurate training files regarding the certification status of all officers.

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

Will be required to conduct classroom training to a variety of audience; in-service, LEOSA, community organizations.

Must possess a valid driver's license with the ability to operate and maintain an Agency owned vehicle.

Must be allowed by law to possess and transport firearms and ammunition.

Assist in the maintenance and grounds keeping of the firearms range.

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 certify and maintain certification as a firearms instructor as required by the Maryland Police and Correctional Training Commission (MPCTC).

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

Communicate effectively and coherently with other Agency personnel and the public, either in person or by the telephone.

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 computer programs required, such as Excel, Word, Adobe Acrobat, Power Point, and Skills Manager.

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 compose and type accurately and with reasonable speed, a variety of correspondence, reports, and other materials.

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 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.

Two (2) or more years employment as a law enforcement or correctional officer within the last 5 years. During the employment, must have been authorized to use or carry a firearm for a minimum of 2 years.

Must be able to obtain Basic/General Instructor Certification through the Maryland Police and Correctional Training Commission.

Five (5) years of experience as a certified firearms instructor through the MPCTC, 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.

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 be able to stand for extended periods of time with few breaks during classroom and live-fire exercises.

Must be willing to work in an unpleasant environment; heat of summer, cold of winter and light rain/snow, etc.

May be required to lift heavy objects up to 75 pounds.

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.

11/2020