



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FTRH COURT SECURITY OFFICER-CIVIL UNIT

Division: Special Services

Section: Judicial Security

Pay Grade: 114

FLSA Status: Non-Exempt

Classification: Full-Time

Updated on: February 2021

JOB SUMMARY

This critical position involves professional level work as a Court Security Officer assigned to the Civil Unit as an Evictions Officer with limited Police powers as authorized by the Sheriff. The position involves general police work pertaining to the enforcement of all applicable statutes and laws within the jurisdiction of Charles County and specialized work relative to the operations of the Special Services Division and specifically the Civil Unit. Additional duties include providing court security at the Charles County Courthouse. Security involves areas surrounding court buildings and office and security for the transportation of prisoners and juvenile detainees. Work related to this position has the potential for personal danger and involves working with all levels of the criminal element. The officer receives direction from the Supervisor, Civil Unit, and carries out assignments in accordance with established operating procedures, yet must be able to act without direct supervision. Work is evaluated through observations, conferences, and reports.

ESSENTIAL JOB FUNCTIONS

- Serve and protect the public as required by the constitutional duties given under oath.
- Arrest persons suspected of crimes. Restrain, subdue, handcuff, and search suspects or prisoners by prescribed means and methods.
- Provide accurate, complete, and factual information to persons involved in arrests, including advising them of their rights, duties, and privileges.

- Transport and maintain custody of prisoners.
- Complete written reports such as activity logs, daily reports, and arrest reports. File and/or forward reports to appropriate Division or external agencies.
- Complete reports on crimes against persons, property or of a criminal intelligence nature in preparation of legal proceedings. Determine probable cause of arrest or search.
- Prepare affidavits and serve authorized criminal and civil process papers.
- Testify in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, and evidence, to include in-car camera tapes, associated with a case.
- Read and comprehend a variety of legal and non-legal documents, maps, and reference material to properly comply with organizational rules and procedures.
- Cooperate and exchange information with other officers and investigators during investigations.
- Stand inspection, inspect equipment, and service personal firearms.
- Maintain complete, required, and preventive maintenance to assigned vehicle, such as changing tires and checking fluids.
- Attend and participate in training sessions and other meetings, as required.
- Perform any other related duties, as assigned.

ESSENTIAL JOB FUNCTIONS (Specific to Assignment)

- Serve civil documents and process postings in accordance with the rules and procedures relating to each form of process.
- Work directly with and assist the Agency's Sworn Evictions Officer with scheduling and conducting the county evictions.
- Locate addresses of individuals being served civil documents utilizing the Charles County Sheriff's Office Computer Aided Dispatch (CAD) System, the Motor Vehicle Administration (MVA) computer system, telephone directories, and road maps.
- Make accurate report to the issuing agency of action taken on the civil document within the time frame specified by the court, i.e., documents served or documents returned when individuals are not located.
- Examine civil documents to ensure correctness and communication with Supervisor, Civil Unit, concerning discrepancies prior to serving the document.
- Prepare end of month statistics and forward to Supervisor, Civil Unit, in a timely manner.
- Schedule and conduct Circuit Court and District Court ordered evictions.
- Arrange with Animal Control the removal of any animals found unattended at the eviction location.
- Maintain peace and order between all parties involved during evictions.
- Handle any criminal law violations that occur during or as a result of an eviction.
- Develop professional relationships with landlords and/or rental companies.
- Have specific knowledge of Standard Operating Procedures (SOP) for the Civil, Child Support, and Domestic Violence Units.
- Coordinate and cooperate with court, juvenile services, and resource agencies' personnel.

- Provide Court Security, if needed and not to interfere with primary duties of an Eviction Officer.
- Operate assigned Agency vehicle in accordance with established rules and regulations of this Agency and laws of the State of Maryland.
- Possess strong community relations skills specific to assignment.
- 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.
- Attend seminars and read materials to remain informed of new policing methods and techniques.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED).

Licenses or Certifications:

- Must possess a valid driver's license.
- Must have a Maryland Police Training Commission Certification, or held certification as a Maryland Law Enforcement Officer within the last three (3) years at the time of appointment and must be able to be re-certified.
- 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.

Special Requirements/Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.
- Knowledge of the controlling laws and ordinances, particularly the laws of arrest, evidence, search and seizure, and the handling of criminals.
- Knowledge of crowd and disaster control, self defense techniques, traffic control and flow patterns, and the effects of weather conditions on the routines and driving habits of citizens.
- Skill in comprehension, retention, and recollection of factual information pertaining to laws, statutes, and codes.

- Knowledge of legal terminology and the principles and techniques of investigation.
- Ability to maintain alertness, observational skills, and memory recollection.
- Ability to learn names and locations of roads, buildings, and other landmarks in Charles County.
- Ability to provide quality police service to the citizens of Charles County.
- Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
- Ability to enter and retrieve data from various computer systems.
- Knowledge of law enforcement practices and court procedures.
- Knowledge of District and Circuit Court systems.
- Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.
- Ability to operate an assigned Agency vehicle, both day and night, in all weather situations and road conditions in a manner to expeditiously, yet safely, arrive at the scene.
- Ability to maintain awareness of activities at emergency scenes.
- Ability to maintain and operate firearms proficiently.
- Ability to utilize a high level of discretion, good judgement, and confidentiality.
- Ability to facilitate group discussions to identify problems, recommend resolutions, and implement proposed solutions.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to complete work assignments and reports in a timely manner.
- Ability to organize and determine priorities of diverse assignments.
- Ability to plan, organize, and effectively present ideas and concepts to groups.
- 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 recommend and present innovative solutions to problems.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to learn and apply training provided by the Agency or designated agency.
- Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules, and regulations.
- Ability to comprehend and retain old and new information, received both orally and in writing.
- Possess a valid driver's license.
- Ability to pass a comprehensive background investigation.
- Ability to pass random drug screening.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting or stand for prolonged periods of time. Must be able to 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).

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interruptions.