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.

CIVILIAN RECRUITER

Division:	**Administrative Services Division**
Section:	**Human Resources**
Pay Grade:	**109**
FLSA Status:	**Non-Exempt**
Classification:	**Full Time**
Date of Commanders Audit Review:	**July 2026**
Date Last Modified:	**July 2026**

JOB SUMMARY

This **non-critical** position is responsible for searching out and recruiting the best candidates for possible employment with the Agency. The Recruiter does this by building applicant sources by researching and contacting community services, colleges, and internet sites. Performs public relations and administrative duties to promote and facilitate a comprehensive recruitment program for the Charles County Sheriff's Office. Work involves developing and implementing effective recruitment strategies, and requires a self- motivated individual with the ability to pay attention to detail. Work is evaluated through observation, conferences and reports. Considerable independence is exercised in the performance of duties. Employee receives supervision from, and reports directly to, the Background/Recruitment Supervisor.

ESSENTIAL JOB FUNCTIONS

- Assist in planning, developing and administering all recruitment activities.
- Responsible for recruiting qualified persons for all Agency positions.
- Attend job fairs and employment seeking events with self developed materials which outline the various positions available within the Agency, listing the benefits and challenges of those positions.
- Attend career fairs, high schools and military transition summits to speak with potential recruits.
- Conduct follow-up contact with prospective employees periodically throughout the recruitment process.
- Develop partnerships with local criminal justice programs and community leaders to build a steady pipeline of applicants.

- Act as a point of contact for applicants, guiding through the hiring process and answering questions.
- Assist with training Agency personnel to assist with the Recruitment duties.
- Utilizes most effective and efficient recruitment strategies and tactics to meet Agency recruitment and hiring goals.
- Assist with reviewing and investigating strategies to achieve the goal of diverse workforce composition in the Sworn and Corrections ranks in approximate proportion to the makeup of the available workforce in Charles County.
- Assist in physical agility testing for Police, Correctional, and Cadet applicants, as needed.
- Assist with the management of the Agency's sworn officer pre-academy program.
- Ensure and prepare after action reports on all recruiting activities.
- Receive visitors, phone calls, and inquiries to assist in solving questions and/or problems from both outside and inside the Agency regarding the recruitment process.
- Represent the Charles County Sheriff's Office professionally and positively both in appearance and attitude.
- Attend community events to represent the Charles County Sheriff's Office Recruitment Unit.
- Maintain a positive relationship with the community to include middle and high schools for recruiting purposes.
- Operate assigned Agency vehicle in accordance with established rules and regulations of this Agency and laws of the State of Maryland.
- 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.
- Assist in planning and conducting information recruiting sessions.
- Interact formally and informally with schools, community groups, and local businesses.
- Research and prepare reports on specific topics pertaining to hiring standards, statistics, and recruitment.
- Submit periodic reports to superiors on the activities of the Recruitment Unit.
- Obtain information for and provide Supervisor a draft portion for the annual Agency report.
- Assist in organizing the agency's online presence to attract modern applicants through targeted digital campaigns and creative content.
- Assist in designing flyers, banners and digital ads specifically for platforms like Facebook and Instagram.
- Maintain a consistent and welcoming agency brand across all recruitment materials to ensure they are professional and accessible.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Graduation from a recognized high school or possession of a General Education Development (GED) certificate recognized by the Maryland State Board of Education.

Knowledge of Maryland Police and Correctional Training guidelines and regulations.

Licenses or Certifications:

- Must possess a valid driver's license.
- Must be certified in Meters and the Linx system.

Special Requirements/Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must report for duty in a regular and punctual manner.
- Must perform work in accordance with sound safety practices.
- Must work overtime when deemed necessary by the Agency.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in the Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Possess knowledge of minimum qualifications for police and correctional officer applicants.
- Ability to operate an assigned Agency motor vehicle, both day and night, in all weather situations and road conditions in a manner to arrive safely to each destination.
- Ability to learn names and locations of roads, buildings, and other landmarks in Charles County.
- Ability to work in diverse neighborhoods at various times of the day, including evenings and nights.
- Ability to work irregular hours including days, evenings, nights and which may include weekends. Must be available for call-back and automatic return to work with a reasonable response time during off-duty hours for recruiting assistance.
- Delivers outstanding internal and external customer service, communicates effectively orally and in writing with the public and fellow employees; solves problems and supports the Agencies mission, policies, goals, and objectives.
- Exercises initiative, courtesy and independent judgment; establishes and maintains effective working relationships with members of the Charles County Sheriff's Office, other agencies and the public.
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, and professional attitude and demeanor.
- Supports the Charles County Sheriff's Office corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork and excellence.
- Ability to learn the hiring practices of the Charles County Sheriff's Office and have an understanding on qualifications for all advertised positions.
- Ability to deal with a wide range of people, including the elderly, non-English speaking ethnic persons and persons with medical conditions which may render them mentally unclear.
- Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- 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.

- Posses knowledge of office programs to include; PowerPoint, Excel and Microsoft Word.
- 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 compose and type accurately and with reasonable speed, a variety of correspondence, reports, and other materials.
- Ability to retrieve data from the computer system.
- 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.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting for prolonged periods of time, answering the telephone, and operating computer equipment. Must be able to climb a step stool or stoop down to reach file drawers just above or below arm level; read computer screens and be able to distinguish colors; 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.

Employee Name (Print)	Signature	ID#	Date

Witness Name (Print)	Signature	ID#	Date