



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

COURT SECURITY DEPUTY **Grade W11 – Non-Exempt** **Starting Salary \$47,050 annually / \$22.62 hourly**

GENERAL DUTIES:

This uniformed civilian position will provide security and maintain order within the courtroom and courthouse to the Circuit Court and/or District Court and is responsible for the movement, supervision, security and control of prisoners in Sheriff's Office custody. (This is NOT a Certified Law Enforcement Deputy Sheriff position.) Supervision is received from the Courthouse Security Supervisor.

Availability: Monday – Friday (hours to be determined based on assignments)

Eligibility:

- Must be a U.S. Citizen or a resident alien
- Must be at least 21 years of age
- Must possess a High School Diploma or GED recognized by the State Board of Education
- Must be able, to read write, and speak English
- Must maintain a valid driver's license (Class C) in compliance with the Carroll County Government Vehicle Safety Guidelines policy
- Must meet minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at <https://sheriff.carrollcountymd.gov/employhiringprocess.html>)

Qualifications and Requirements:

- Prior law enforcement, corrections, security or related experience required
- Ability to obtain Special Police Commission
- Ability to satisfactorily complete assigned specialized and annual training
- Must successfully complete and maintain agency entry level firearms training and maintain agency firearm certification
- Position may require extensive periods of standing or sitting
- Position may require the ability to lift 100 pounds, as well as push, pull or move objects

Essential Tasks:

- Work court security posts as assigned
- Conduct prisoner searches, courtroom searches, cell checks and prisoner counts
- Provide courtroom security and order
- Conduct processing of prisoners through Central Booking
- Coordinate transportation, delivery and transfer of prisoner custody

- Supervise and control prisoners in custody and conduct prisoner movement between courtrooms, holding facilities, various Carroll County courthouse locations and transportation services (and, if needed, drive a Carroll County Sheriff's Office vehicle to transport prisoners)
- Provide instruction to juries as well as to professionals and other persons in the courtroom
- Provide information and assistance to persons in the courtroom and in the courthouse
- Provide security and services to judges and court personnel
- Ensure appropriate staffing of security posts and assist with main entrance security, as needed
- Maintain records of daily activities and communicate activities to Control Deputy
- Participate in special operations and staffing needs of other divisions / units, when requested
- Conduct service of civil process / warrants, when necessary
- Respond to emergency situations as they arise
- Report unusual occurrences and incidents
- Perform other related duties as required

Knowledge, Skills and Abilities:

- Working knowledge of federal, state and local civil and criminal laws
- Knowledge of agency rules, regulations and policies
- Knowledge of court system and the requirements for proper accountability of evidence
- Ability to communicate effectively orally and in writing
- Ability to exercise sound judgement and work within established guidelines
- Ability to work independently with minimal supervision
- Ability to apply considerable initiative in identifying problems and implementing solutions to those problems
- Ability to learn and use a personal computer and the current data base for accountability of all required records
- Ability to effectively maintain security, control and discipline over individuals, groups and courtroom activities
- Ability to perform all assigned duties without restriction and complete all duties and responsibilities as assigned
- Ability to work within a team environment
- Ability to establish and maintain effective working relationships with co-workers, general public, and governmental agencies
- Ability to maintain professional appearance and demeanor in accordance with Carroll County Sheriff's Office standards

Selection Process: The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Completion of Application
- Integrity Questionnaire
- Submission and review of resumè, not to exceed two pages
- Oral Interview
- Complete Physical Agility Test
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Polygraph Examination
- Background Investigation

- Psychological Examination
- Physical / Medical Examination
- Command Review / Interview
- Final Job Offer

Request Procedure:

To be considered for this position, qualified candidates must complete and submit employment application electronically through [Policeapp.com](https://policeapp.com). Applications must be submitted **no later than 11:59 p.m. on Wednesday, August 14, 2024.**

“One or more positions may be filled using this vacancy announcement”

The Carroll County Sheriff’s Office is an Equal Opportunity Employer