



Washington County Sheriff's Office Hagerstown, MD

JOB DESCRIPTION

TITLE: DEPUTY SHERIFF - JUDICIAL DIVISION

JOB OBJECTIVES:

The primary objective of sworn personnel in the Judicial Division is to provide for the secure operation of Courts and related facilities, to execute service of warrants and other legal documents, and to transport prisoners for court.

CHARACTERISTICS OF THE ASSIGNMENT:

Characteristic of the duties of a Judicial Deputy include: Operation of security devices in order to maintain the efficient, safe operation of business in the Courthouse, paper service, as well as other occasional duties common to all sworn law enforcement personnel in the Department.

ESSENTIAL DUTIES, RESPONSIBILITIES, AND TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

The Sheriff reserves the right to amend or deviate from this job description if, in his opinion, it is in the best interest of the Sheriff's Office.

1. As required or instructed by higher authority, performance of duties as prescribed for Patrol Deputy. Provides back-up for Patrol Deputies when needed. Performs Patrol Deputy duties and responsibilities as directed by higher authority. Takes necessary action in response to on-sight illegal activities. (Weekly)
2. Provides security for the Washington County Circuit Court Building through various means to include operation of magna-scanners. Report and make arrests, when necessary, on subjects unlawfully carrying weapons entering the courthouse, or other illegal activities. (Daily)
3. Provide courtroom security. Maintains order in and around courtrooms. (Daily)

4. Transports inmates to and from the Detention Center for court, emergency commitments, etc.
5. Executes various types of legal process to include warrant service, summons service, seizures as directed by the court, and service of emergency commitment papers for mentally disturbed subjects. (Daily)
6. Conduct random checks of interior/exterior of Court house.
7. Conduct investigations on threats towards judges and other public officials, bomb threats or suspicious packages.
8. Scan all mail/packages that are delivered to judges.
9. Making periodic checks on prisoners and documenting those checks on proper forms.
10. Visually scan all persons in courts for any signs of escape or violence.
11. Maintains report on court dispositions on all defendants.
12. Provide safety and security for all jurors and witnesses during high risk trials.
13. Transport prisoners as required.

MINIMUM REQUIREMENTS:

1. Same as Deputy Sheriff

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to use physical force and control during arrests and to respond to emergencies and resolve those problems. Able to maintain the same physical requirements as mandated by the Maryland Police Training Commission and the Sheriff's Office. Ability to stand and walk for long periods of time, often in adverse climactic conditions while maintaining an alert mental condition. Ability to handle armed and unarmed confrontations with suspects; operating a police vehicle when responding to emergency calls, pursuits, etc. which could involve running for long distances, over all kinds of terrain, in all kinds of weather. Also climbing over fences, in and out of all types of buildings, whether it is day or night. There is constant lifting of equipment (vest, gun belt, gun, O. C. spray, handcuffs, flashlight, ammunition, and police baton) up to 25 pounds.