



# Washington County Sheriff's Office Hagerstown, MD JOB DESCRIPTION

**TITLE: COURT SECURITY DEPUTY**

**JOB OBJECTIVES:**

The primary objective of Court Security Deputy is to provide safety/security/movement for all inmates in the Circuit Court of Washington County.

**CHARACTERISTICS OF THE ASSIGNMENT:**

Characteristics of the duties of a Court Security Deputy include safety/security/movement of inmates in the Circuit Court of Washington County and any other duties as assigned by higher authority.

**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. Any duties as assigned by higher authority.
2. Provide for the safety and security of inmates while in the Circuit Court of Washington County.
3. Maintain proper reports/records/logs relating to inmate security.
4. Escorting inmates to and from various locations in the Circuit Court of Washington County.
5. Searching inmates for contraband/weapons.
6. Ensure security of the Courthouse building (working metal detectors, etc.)

## MINIMUM REQUIREMENTS:

1. Working knowledge of personal computers and various Microsoft Office programs.
2. Excellent verbal communication skills.
3. Excellent written communications skills; i.e., correct grammar, spelling, and sentence structure.
4. High School Graduate or G.E.D.
5. Minimum of 21 years of age at time of graduation from entrance level academy or time of hire.
6. To achieve necessary scores in competitive testing, (written, physical, psychological, and oral interview testing).
7. Successful completion of agency background investigation, (to include polygraph/CVSA testing, physical fitness testing), with no disqualifying factors. Falsification of any portion of the application would be a disqualifying factor. Applicants must be of good moral character.
8. Complete post job offer physical and psychological examination by a licensed physician and psychologist with no disqualifying factors. Must be in good physical condition with weight commensurate to height and body build.
9. Applicants must be a citizen of the United States at time of appointment.
10. Applicants must possess and maintain a valid driver's license to operate any class of vehicle necessary to perform the duties of the position.

## NECESSARY SKILLS AND ABILITIES:

1. Ability to work independently with minimal supervision.
2. Ability to utilize personal computer.
4. Ability to work with sensitive information and maintain confidentiality.
5. Ability to successfully complete assigned training (entry-level, in-service and any other training required).
6. Ability to pass a comprehensive background investigation including (but not limited to) a physical examination, drug screening and a polygraph or other truth verification examination.

## 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. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to stand and walk for periods of time while maintaining an alert mental condition.