

DEPUTY SHERIFF CORPORAL

NATURE AND VARIETY OF WORK

This is lead general regulatory law enforcement and court-related work involving minimal supervision as mandated and authorized by State Law within the Sheriff's Department in the areas of judicial, courthouse and courtroom security. Incumbents typically perform the following duties: serve civil process; control warrants and summonses; serves summonses/warrants, arrests and/or extradite persons wanted on criminal summonses or warrants; transports prisoners and mental patients; execute Court Orders, and perform other administrative duties. Additionally, responsibilities may extend into participation in special law enforcement initiatives, such as: the Warrant Apprehension Narcotic Team (W.A.N.T.), the Street Terror Offender Program (S.T.O.P.), and/or other cooperative enforcement programs. Work is performed within a rank-structure hierarchy under the general supervision of a higher Deputy Sheriff and is evaluated through a review of completed assignments. Work at this level is distinguished from the Deputy Sheriff First Class level by its lead work/supervisory responsibilities. In addition, the Deputy Sheriff acts in the absence of a Deputy Sheriff Sergeant. Incumbents exercise considerable independent judgment within a framework of established policies, procedures, regulations and laws.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in assigning, coordinating, leading and supervising the activities of subordinates assigned to a shift, section, or unit.

Monitors/supervises/maintains security in courtrooms of the District and Circuit Courts and provides security and escort for prisoners under the jurisdiction of the courts or the Department.

Serves attachments, writs, summonses, court orders, warrants, indictments, and other legal documents; and collects judgments.

Arrests, detains and processes prisoners that are in the custody of the Sheriff's Department.

Seizes narcotics, vehicles, cash and other assets, including real and personal property associated with drug arrests.

Performs court-related house evictions, such as: crack house evictions; apprehension of

fugitives wanted for drug related homicides and/or other court mandated evictions.

Escorts and transports prisoners to and from various courts, institutions, and medical facilities.

Participates in special operations, such as: W.A.N.T., S.T.O.P., and/or other cooperative enforcement programs.

Assists in arresting fugitives (i.e., investigates whereabouts, interviews victims, conducts surveillance, checks post office, and the criss cross book.)

Processes detainees for variety of purposes (extraditions, warrants, history check, fingerprints, photograph, Intake, etc.

May supervise subordinate level deputies and may act in the absence of a Deputy Sheriff Sergeant.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the laws, rules, regulations, policies and procedures governing the work of the Sheriff's Department.

Considerable knowledge of the streets, highways, and geography of Prince George's County.

Considerable knowledge of all the specialized areas of the Sheriff's Department (i.e. court services, communication, criminal operations and administration).

Considerable knowledge of finger printing and photographic equipment.

Skill in the use of firearms.

The ability to apply appropriate laws, rules, regulations and policies to specific situations.

The ability to deal equitably, tactfully, and effectively with people.

The ability to exercise good judgment and common sense.

The ability to understand and carry out complex oral and written instructions.

The ability to effectively supervise lower level employees.

The ability to perform under stressful circumstances and emergency situations.

The ability to communicate both orally and in writing.

Good powers of observation.

MINIMUM QUALIFICATIONS

Promotional opportunity specifications to be determined by the Office of Personnel and the Sheriff's Department.