

DEPUTY SHERIFF FIRST CLASS

NATURE AND VARIETY OF WORK

This is full-performance level general regulatory law enforcement and court related work as mandated and authorized by State Law in the Sheriff's Department in the areas of judicial, courthouse and courtroom security. Incumbents typically perform the following duties; serve civil processes; controls warrants and summonses; investigate, serve arrest and/or extradite persons wanted on criminal summonses or criminal warrants; transport prisoners and mental patients; execute Court Orders, and perform 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 Offender Program, 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 review of completed assignments and reports. Incumbents in positions of this class may lead lower level subordinates in routine activities and/or substitute for a Deputy Sheriff Corporal in his/her absence. Incumbents exercise general independent judgment within a framework of established policies, procedures, regulations, and laws.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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 collects judgments.

Arrests, detains and processes prisoners that are in the custody of the Sheriff's Department, and may be required to take fingerprints and photographs of detainees.

Completes various logs and records.

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

Performs court related evictions, such as: crack house evictions; apprehension of fugitives wanted for drug related homicides, and/or other court related 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 the supervision of subordinate ranking personnel.

Serves as special duty officer, on-call twenty-four hours per day.

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 and regulations; i.e., State and County governing the work of the Sheriff's Department.

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

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 a variety of people with varying backgrounds.

The ability to perform under stressful circumstances and situations.

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.

Good powers of observation.

MINIMUM QUALIFICATIONS

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

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