

DEPUTY SHERIFF PRIVATE**NATURE AND VARIETY OF WORK**

This is entry 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; control warrants and summonses; investigate, serve summonses/warrants, and/or extradite persons wanted on criminal summonses or criminal warrants; transport prisoners and mental patients; execute Court Orders, and perform other administrative duties as required. 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 other cooperative enforcement programs

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Maintains security in courtrooms in 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.

Extradites prisoners wanted on criminal summonses or warrants.

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., and/or S.T.O.P., and other cooperative enforcement programs.

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

A working knowledge of, or the ability to rapidly acquire a knowledge of, the laws, rules and regulations and policies governing the Department.

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

Skill in the use of firearms.

Skill in the use of fingerprint and photographic equipment.

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.

Good powers of observation.

MINIMUM QUALIFICATIONS

Applicants must be high school graduates (or possess a GED) and meet the following requirements:

Minimum age -21, Maximum age -34. Applicants who have reached their 35th birthday will not be eligible.

Vision must not exceed a level lower than 20/70 corrected to 20/20, with good color vision and depth perception.

Minimum height 5'4", Weight in proportion to height.

Posses a valid driver's license.

Applicants must pass a written test, an agility test, an oral examination, and be able to work shift work. A background investigation will be performed.

REVISED: 1/90