



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

CONSTABLE (Contractual Full Time)

Starting Salary - \$41, 513 annually / \$19.95 hourly

General Duties:

This is a **contractual** non-sworn position which is responsible for the accountability and service of all assigned legal process, directed to the Sheriff as provided in applicable Maryland Rules or Procedures. This contractual position will be provided a county assigned vehicle for work purposes only and will receive all County approved Holidays and Paid Time Off.

Availability: Work hours vary to include day, evening, and weekend based on workload

Eligibility:

- Must be a U.S. Citizen
- Must possess a High School Diploma or G.E.D. certificate
- Must possess a valid driver's license
- Must be able to read, write, and speak English
- Must meet minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at sheriff.carrollcountymd.gov)

Qualifications and Requirements:

- Proficiency in Microsoft Office applications
- Computer experience preferred
- Prior civil process experience preferred
- Prior law enforcement experience preferred
- Position may require extensive periods of sitting
- Position requires extended periods of computer based tasks

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Essential Tasks:

- Ensures the timely processing and service of civil court documents
- Ensures paperwork is returned to court by deadline
- Completes all required paperwork as required by Court
- Effective oral and written communication skills
- Maintain required administrative records
- Prepare and submit required reports
- Successful completion of training as required by Sheriff's Office
- Perform other related duties as required

Knowledge, Skills and Abilities:

Knowledge

- Knowledge of Microsoft Office applications
- Knowledge in operating standard office equipment

Skills

- Writing – communicating effectively in writing as appropriate for the needs of the audience
- Active Listening – to include taking the time to understand what is required and ask questions to confirm
- Reading Comprehension – understanding work related writing
- Speaking – talking with the ability to convey information effectively
- Time Management – effectively manage one’s own time as well as overall timing with projects and deadlines
- Coordination – coordinating scheduled work with unscheduled work, work of others
- Judgement and Decision Making – consider and balance potential actions to choose the most appropriate outcome
- Social Perceptiveness – being aware of others’ reactions and understanding those reactions

Abilities

- Excellent written and oral comprehension; the ability to listen, read and understand information and ideas
- Excellent written and oral expression; the ability to clearly communicate information and ideas to others
- Ability to establish and maintain constructive and cooperative working relationships with co-workers and the general public
- Ability to effectively organize, plan, and prioritize tasks in order to meet varied deadlines
- Ability to exercise good judgment, courtesy, and tact in dealing with the general public to resolve problems
- Ability to communicate appropriately and effectively to varied audience levels (supervisor/co-worker/public)
- Ability to apply deductive and inductive reasoning abilities
- Ability to apply information ordering –arrange things or actions in a certain order according to specific sets of rules
- Ability to work with various computer hardware platforms and computer systems and software such as calendar and scheduling software, content workflow, desktop publishing, internet browser and electronic mail systems
- Ability to maintain/complete multiple tasks and manage different types of workflows

Selection Process: The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Application
- Completion and review of Confidential Questionnaire and resumé
- Oral Interview Board
- Conditional Offer
- Polygraph Examination
- Background Investigation

- Physical / Medical Examination
- Final Command Review/Interview
- Final Job Offer

Request Procedure:

To be considered for this position, qualified candidates must complete and submit employment application electronically through [PoliceApp.com](https://www.policeapp.com). Applications must be submitted **no later than 11:59 p.m. on Thursday, August 19, 2021.**

“One or more positions may be filled using this vacancy announcement”

The Carroll County Sheriff’s Office is an Equal Opportunity Employer