

ATTENTION:



The Charles County Sheriff's Office
Is now accepting applications for the position of:
COURT HOLDING OFFICER (CONTRACTUAL)
SPECIAL SERVICES DIVISION
Grade CO 1 Salary Range (\$47,918.63 - \$62,773.14)



SUMMARY:

This **critical contractual** position provides custody of detainees while Circuit and District Courts are in session at the Charles County Courthouse. Security involves detainee holding locations, areas surrounding court buildings and offices, and security for the transportation of prisoners and juvenile detainees. Additional duties include completing orders and instructions of the courts and other court documents. The employee receives direction from, and reports directly to, the **Supervisor, Judicial Security Section**.

ELIGIBILITY REQUIREMENTS

- High school diploma or an acceptable equivalency diploma (GED).
- Minimum 2 years of correctional work experience.
- Must have graduated from a Maryland Police and Correctional Training Commissions (MPCTC) certified Corrections Academy and, have held certification as a Maryland Correctional Officer within the last three (3) years at the time of appointment.
- Must possess or be able to obtain firearms certification through the Maryland Police and Correctional Training Commission.
- Must maintain Correctional Officer certification through the Maryland Correctional Training Commission.

Please refer to the attached job description for additional requirements.

ESSENTIAL DUTIES

Please refer to the attached job description for the list of essential duties.

For more information call 301-609-6417

AN EQUAL OPPORTUNITY EMPLOYER