

**WORCESTER COUNTY  
JOB OPPORTUNITIES**

**DEPARTMENT:** SHERIFF'S OFFICE  
**JOB TITLE:** PART-TIME DEPUTY SHERIFF SCHOOL DIVISION  
**COMPENSATION:** GRADE: 19/STEP 1 \$30,316 ANNUALLY/\$21.20 HOURLY  
1430 ANNUAL HOURS  
**APPLICATION PERIOD:** UNTIL FILLED

This job description will cover the assignments and the duties for the positions of a Part-Time Deputy Sheriff assigned to the School Division. The position of Deputy Sheriff is defined as a person that is hired by the Worcester County Sheriff's Office and holds an approved certification issued by the Maryland Police and Corrections Training Commission. This person must successfully complete and pass the background investigation process as set forth by this Agency. This person must complete and pass the Entrance Level Training Class as established by the Maryland Police and Corrections Training Commission and the Eastern Shore Criminal Justice Academy. The Deputy Sheriff must also successfully complete the required probationary period of eighteen (18) months as stated in the Worcester County Sheriff's Office Rules and Regulations Manual.

**Qualifications and Skills: for Deputy Sheriff**

- Must possess a High School Diploma or GED Equivalency
- Must successfully complete for Entrance Level Academy as set forth by the Maryland Police and Corrections Training Commission.
- Must be able to pass a background investigation, including psychological testing, medical examination, and drug and alcohol screening.
- Must display good communication skills, both verbally and in writing.
- Must be able to work with co-workers in a harmonious manner.
- Must successfully complete the required probationary period.

**Requirements:**

A. Duties:

1. Patrolling all roads within Worcester County conducting business checks, house checks, and all other area checks, providing a visible presence.
2. Respond to calls for service and incidents requiring investigation and a police presence. This includes but is not limited to criminal events, traffic violations and crash investigations, and providing assistance to citizens with legal concerns or problems, involving criminal events, domestic situations and Court orders.
3. Responsible for the enforcement of all Federal, State, County, and Local laws as each situation requires.
4. Must stay up to date on all Federal, State, County, and Local laws and changes as set forth by the appropriate Government bodies assigned to do so.
5. Required to conduct interviews of witnesses, victims, and suspects during investigative process.
6. Responsible for crime scene preservation and evidence collection.
7. Responsible for attempting to serve and serving all warrants as issued by this Courts and assigned by this Agency.
8. Required to make arrests as needed in all warrant services, on site criminal events, and traffic investigations.

9. Transport prisoners in and out of County.
10. Provide Courtroom testimony as needed.
11. Prisoner processing and security.
12. Provide First Responder medical attention as needed.
13. Maintenance and care of all lethal and non-lethal weapons.
14. Maintenance and care of all uniforms, issued duty gear, vehicles, and all other equipment as issued by this Agency.
15. Report for required Court appearances and assignments as instructed.
16. Must maintain a good working relationship with all co-workers, Supervisors, and Command Staff.
17. Responsible for staying in a physically fit condition. Such condition must allow the deputy to restrain combative and violent subjects while effecting arrests.
18. Must have good communication skills in writing and in person.
19. Handle any and all assignments and duties as assigned by the Sheriff or his designee.
20. Assigned to the School Division to provide Safety and Security of students, staff and visitors. May be assigned to other Divisions during the year as needed.

## **SHERIFF DEPARTMENT APPLICATION FORMS AVAILABLE ON LINE:**

<http://www.co.worcester.md.us/sites/default/files/WCSO-APP.pdf>