

# GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Courtroom Security/Special Police Officer  
**DEPARTMENT:** Garrett County Sheriff's Department  
**REPORTS TO:** Sheriff or Chief Deputy  
**FLSA STATUS:** Contractual Employee

**SUMMARY:** The primary responsibility and obligation of this position is to transport prisoners to and from the Garrett County Circuit Court and to provide courtroom security when in session. Provide security at the public entrance of the courthouse.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Responsible for transporting prisoners to and from Circuit Court and/or District Court in a safe and secure manner
2. Will maintain order within the Circuit Court during court sessions
3. When court is not in session, responsible for serving court process service
4. Performs other duties related to that of a Deputy Sheriff and as assigned

**QUALIFICATIONS:**

1. Must be 21 years of age
2. Employee will maintain their law enforcement commission by attending a minimum of (18) hours of in-service training, per calendar year as mandated by the Maryland Police Training Commission.
3. Retired law enforcement officer, current law enforcement officer, or be willing to obtain a Maryland Special Police Officer training certificate. The training course consists of an 80-hour session.

**EDUCATION and/or EXPERIENCE:**

- ❖ High School Diploma or GED
- ❖ MPTC certified

**LANGUAGE SKILLS:**

1. Must have sufficient language skills to:
2. Communicate with other public safety entities
3. Communicate with other employee's
4. Communicate with the general public in daily and emergency situations as needed

**MATHEMATICAL SKILLS:**

General math ability

**REASONING ABILITY:**

Must be able to make sound judgments during emergency situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Valid Driver's License
2. MPTC Certified
3. First Responder certified

**PHYSICAL DEMANDS:**

1. Must be in good general physical condition

2. Must be able to perform the duties of a contractual courtroom security employee
3. Must be able to perform under stressful situations
4. Must be able to work extended hours if needed
5. Must be able to sit and/or stand for extended periods of time

**WORK ENVIRONMENT:**

Working in the law enforcement field is dangerous in itself. You are faced with life threatening situations on a day-to-day basis. The job requires working extended hours and in itself carries an amount of stress, due to situations that are unforeseen and not able to be predicted.