



# CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees  
Sheriff

## CORRECTIONAL SPECIALIST MANAGER

Grade W38 – Exempt  
Starting Salary - \$66,623 annually

### **GENERAL DUTIES:**

This civilian position represents a supervisory position overseeing pretrial services and home detention. This role entails comprehensive management and supervision of the Offender Diversion Section (ODS). The incumbent must possess advanced skills in all operational aspects of the ODS and effectively align its functions within the Sheriff's Office and the criminal justice framework. Regular interaction with District and Circuit Court Judges, the Public Defender's Office, The State's Attorney's Office, law enforcement agencies, and the community is integral to this position. Court appearances and testimony, particularly during bond review hearings, may be necessary. Additionally, the Correctional Specialist Manager oversees Correctional Specialists within the ODS and assist ODS staff with equipment and hookups when needed.

### **AVAILABILITY:**

Monday to Friday schedule consists of five days, each 8.5 hours with a 30-minute lunch break. Please note that a flexible or non-traditional work schedule may be necessary depending on staffing requirements.

### **ELIGIBILITY:**

- *Must be a U.S. Citizen or a resident alien*
- *Must be at least 18 years of age*
- *Must possess a high school diploma or GED recognized by the State Board of Education*
- *Must possess a valid driver's license*
- *Must be able to read, write, and speak the English language*
- *Must meet the minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at [sheriff.carrollcountymd.gov](http://sheriff.carrollcountymd.gov) / employment / hiring process)*

### **QUALIFICATIONS AND REQUIREMENTS:**

- *Bachelor's Degree in criminal justice, social or behavioral science or a related field required*
- *Five years' experience as a pretrial counselor with a minimum of two years' experience at the Correctional Specialist level\**
- *Preference may be given to candidates with experience in one or more of the following areas of work: parole and/or probation, counseling offenders in the criminal justice system, social work, inmate classification counseling in correctional institutions*
- *Ability to successfully complete assigned annual/specialized training*
- *Position requires a flexible work schedule*
- *Position requires extensive periods of sitting*
- *This role involves prolonged periods of engaging in computer-based tasks.*
- *Position may require the ability to lift 30-50 pounds, as well as push, pull or move objects*

***\*Possession of a Master's Degree in criminal justice, social or behavioral science or a related field may be substituted for two years of the required experience***

## **ESSENTIAL TASKS:**

- Ensuring coordinated interagency action with Courts, State and County agencies and the community in order to effectively and efficiently achieve the mission, goals and objectives of the Sheriff's office through the ODS.
- Developing, implementing, and reviewing ODS policies and procedures with Command
- Facilitating changes to improve operations and the overall quality of the Section
- Maintaining a management information system to monitor the Unit's effectiveness.
- Compiling, maintaining and disseminating crime level statistical reports, section statistics and quarterly reports
- Coordinate the Parole Initiative and prepare all necessary documents
- Order and inventory testing supplies
- Reviewing and approving reports prepared by Correctional Specialist staff
- Providing training and supervision for Correctional Specialist staff
- Attending training sessions and participating in seminars and conferences in order to remain abreast of new developments in the field of pretrial services
- Screening, interviewing, and assessing pretrial individuals
- Screening Drug Court participants as ordered by the court
- Collaborating with treatment staff regarding offender's progress
- Preparing bond reports and appearing/testifying in court
- Maintaining caseload and supervising pretrial individuals
- Monitoring court ordered special conditions (drug testing and collecting drug testing fees, referrals for mental health counseling, drug program, etc.)
- Preparing supervision summary reports for the Courts
- Preparing Notifications of Violations for the Courts
- Preparing criminal histories through the Criminal Justice Information Systems (CJIS), Judicial Information Systems (JIS) and Carroll County Circuit Court system (AS400) for Carroll County District and Circuit Courts
- Testifying in Court and attending Court proceedings
- Provide coverage for Home Detention Unit when needed
- Assist in the service of outstanding warrants
- Overseeing improvements and changes needed in the ODS Building
- Performing other related duties as required by Sheriff's Office

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of the criminal justice system and the various levels of government with particular emphasis upon that part of government that impacts on the criminal justice system
- Superior knowledge of the behavior and attitudes of offenders and social factors which result in criminal activity
- Strong and effective spoken and written (English) communication skills, including assessment, interviewing and counseling techniques
- Ability to accurately prepare and maintain data, forms and reports
- Knowledge of supervisory principles and practices
- Ability to plan, coordinate, direct and supervise the work of the Offender Diversion Section and its Correctional Specialist staff
- Excellent interpersonal skills
- Ability to exercise good judgment in dealing with offender behaviors, plus the ability to respond with tact, understanding, diplomacy, fairness and firmness
- Ability to work with sensitive information and maintain confidentiality
- Ability to develop and maintain strong, effective working relationship with co-workers, clients, judicial and law enforcement personnel and the general public

**SELECTION PROCESS:** *The selection will be based on, but not limited to the candidates successfully completing the following steps:*

- Application
- Integrity Questionnaire
- Review of Resume
- Oral Interview
- Completion and review of Confidential Questionnaire
- 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 an employment application electronically through [PoliceApp.com](https://PoliceApp.com) no later than 11:59 p.m. on Wednesday, May 22, 2024. For more information about this position visit our website at [sheriff.carrollcountymd.gov](https://sheriff.carrollcountymd.gov)

*"One or more positions may be filled using this vacancy announcement"*

**The Carroll County Sheriff's Office is an Equal Opportunity Employer.**