



# CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees  
*Sheriff*

## **Correctional Deputy I** **Grade: D01 – Non-Exempt** **Starting Salary: \$47,237 Annually / \$22.71 Hourly**

### **DESCRIPTION**

This is an entry-level position which ensures Detention Center Security and Public Safety through custody and control of incarcerated offenders. All employees in this position are assigned to the Field Training Program for twelve days, a meeting with Command Staff and unit supervisors to receive an overview of operations during the first week. During the second week, the Correctional Deputy is learning “hands on” at all security posts with the FTO. The Correctional Deputy is tested daily during training and evaluated by a supervisor before being assigned to a Security Shift. This position requires working days, nights, weekends, and holidays as assigned. All entry level non-certified Correctional Deputies must successfully complete the Correctional Academy within one year of hire.

### **ESSENTIAL TASKS**

- Ensure the general health, safety, and welfare of the inmates
- Become knowledgeable of and be able to effectively implement policies and operational procedures
- Conduct regular inspections of inmate housing areas to detect and correct problems adversely affecting facility security, safety, sanitation, and inmate welfare
- Monitor and directly supervise the daily activities of inmates including group recreation, work details, meals, programming, and general movement through the facility
- Enforce established Rules and Regulations governing the conduct of inmates
- Conduct searches to control contraband and detect breaches of security
- Respond to the legitimate needs of the inmates, providing reasonable counsel and assistance
- Prepare written reports describing unusual incidents and routine activities
- Participate in required training, both formal and on-the-job and successfully complete the Correctional Academy
- Assist with the Intake and Release Processing of offenders
- Perform other duties assigned by superior authority

## **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

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

- Ability to follow oral and written directions; write routine reports and correspondence; read technical literature; and calculate fractions, decimals, and percentages
- Ability to exercise sound judgment and work within guidelines
- Ability to thoroughly understand and carry out oral and written instructions
- Ability to work equitably, tactfully and effectively with others
- Ability to deal cooperatively and fairly with the general public
- Ability to handle sensitive public contacts, communicating with tact and professionalism
- Ability to perform all correctional duties without restriction and complete all duties and responsibilities as assigned

### **EDUCATION AND/OR EXPERIENCE**

High school diploma or general education degree (GED); no experience is required.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manual. Ability to write routine reports and correspondence.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATION**

Valid Motor Vehicle Operator's License.

### **PHYSICAL REQUIREMENTS**

Sound physical conditions, to be determined by physical agility test and medical examination.

## **CHARACTER REQUIREMENTS**

- No felony or serious misdemeanor convictions
- No dishonorable discharge from any law enforcement agency or Armed Forces
- Mentally, emotionally, and physically stable
- Demonstrates personal integrity and good moral character
- Pays attention to detail, is conscientious and demonstrates accountability for their actions

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- **Technical Skills** – assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others
- **Interpersonal Skills** – focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others ideas and tries new things
- **Oral Communication** – speaks clearly and persuasively in positive or negative situation; listens and gets clarification; responds well to questions; demonstrates group presentation skills
- **Written Communication** – writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information
- **Teamwork** – exhibits objectivity and openness to other's views; gives and welcomes feedback; puts success of team above own interest; supports everyone's efforts to succeed
- **Leadership** – exhibits confidence in self and others; effectively influences actions and opinions of others; accepts feedback from others
- **Quality Management** – looks for ways to improve and promote quality; demonstrates accuracy and thoroughness
- **Diversity** – shows respect and sensitivity for cultural differences; promotes a harassment-free environment
- **Ethic** – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- **Organizational Support** – follows policies and procedures; completes administrative task correctly and on time; supports organization's goals and values; supports and respects diversity
- **Judgment** – displays willingness to make decision; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
- **Motivation** – demonstrates persistence and overcomes obstacles; measures self against standard of excellence

- **Planning/Organizing** – prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic plans
- **Professionalism** – approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- **Quality** – demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- **Quantity** – meets productivity standards; completes work in timely manner
- **Safety & Security** – observes safety and security procedures; reports potentially unsafe conditions; uses equipment and material properly
- **Adaptability** – adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays or unexpected events
- **Attendance/Punctuality** – is consistently at work and on time; arrives at meetings and appointments on time
- **Dependability** – follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with alternate plan
- **Initiative** – undertakes self-development activities; asks for and offers help when needed
- **Innovation** – displays original thinking and creativity; meets challenges with resourcefulness
- **Good judgment** – must use both their training and common sense to quickly determine the best course of action and to take necessary steps to achieve a desired
- **Interpersonal skills** – must be able to interact and effectively communicate with inmates and other to maintain order in correctional facilities and courtrooms
- **Negotiating skills** – must be able to assist others in resolving differences to avoid conflict
- **Physical strength** – must have the strength to physically subdue inmates
- **Resourcefulness** – often encounter dangerous and unpredictable situations that require a quick response; they must determine the best practical approach to solving a problem and follow through with it
- **Self-discipline** – must control their emotions when confronted with hostile situations

## **SELECTION PROCESS**

Application

Integrity Questionnaire

Physical Agility Test

Written Examination

Oral Interview Board

Confidential Questionnaire

Conditional Offer of Employment

Polygraph

Background Investigation

Physical/Medical Examination

Psychological Examination

Final Command Review/Interview (at the discretion of the Sheriff)

Offer of Employment

**REQUEST PROCEDURE**

To be considered for this position, qualified candidates must complete and submit an employment application electronically through [PoliceApp.com](https://www.policeapp.com). For more information about the hiring process, and to view a list of our disqualifiers, visit our website at [CCSO Hiring Process](#).

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

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