CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

Correctional Deputy Probationer

Grade: D01A – Non-Exempt
Starting Salary: $53,186 Annually

$5K signing bonus (First $2.5K to be processed on date of hire)

POSITION OVERVIEW

This position is for correctional officers who possess one of the following:

- **Maryland (MPCTC) Corrections Certified Applicants**
  - **1 to 23 months of continuous CORRECTIONS EXPERIENCE**

- **Out-of-State Corrections Applicants**
  - **1 to 23 months of continuous CORRECTIONS EXPERIENCE**

Out-of-State correctional applicants are required to complete a Maryland corrections academy within one year of hire.

This position requires working days, nights, weekends, and holidays as assigned. This position is responsible for full correctional duties, and reports directly to a 1st line supervisor.

KEY RESPONSIBILITIES

- **Ensure the safety, security, and welfare of inmates.**
- **Enforce facility policies, rules, and operational procedures.**
- **Conduct housing inspections and security searches.**
- **Supervise inmate movement, activities, meals, and programs.**
- **Respond professionally to inmate needs and resolve issues.**
- **Prepare accurate incident and activity reports.**
- **Assist with intake and release processes.**
- **Complete required training and certifications.**

MINIMUM QUALIFICATIONS

- **U.S. Citizen or Resident Alien**

Education and Experience

- **High school diploma or a GED recognized by the State Board of Education that meets COMAR standards**

Knowledge, Skills, and Abilities

- **Strong communication, judgment, and interpersonal skills.**
- **Ability to perform all physical duties; medical clearance required.**

Physical Requirements

- **Must meet agency medical standards.**

Character Requirements

- **No felony or serious misdemeanor convictions.**
- **No dishonorable discharge from law enforcement or military service.**
- **Demonstrated integrity, professionalism, and emotional stability.**

Core Competencies

- **Sound judgment and problem-solving ability.**
- **Effective communication and conflict-resolution skills.**
- **Professionalism under pressure.**
- **Reliability, adaptability, and strong work ethic.**
- **Ability to safely and effectively manage high-risk situations.**

SELECTION PROCESS

- **Application**
- **Integrity Questionnaire**
- **Oral Interview Board**
- **Confidential Questionnaire**
- **Conditional Offer**
- **Polygraph**
- **Psychological Evaluation**
- **Background Investigation**
- **Physical/Medical Examination**
- **Final Command Review (at the discretion of the Carroll County Sheriff's Office)**
- **Offer of Employment**

REQUEST PROCEDURE

To be considered for this position, qualified candidates must complete and submit an employment application electronically through 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.