



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

COURT SECURITY DEPUTY Grade W11 – Non-Exempt Starting Salary \$51,168 annually

GENERAL DUTIES:

This uniformed civilian position is responsible for maintaining courtroom and courthouse security for the Circuit and/or District Court. Duties include supervision, movement, and control of prisoners in Sheriff's Office custody. (This is NOT a certified law-enforcement deputy position.) Reports to the Courthouse Security Supervisor.

Availability: Monday – Friday (hours to be determined based on assignments)

Eligibility:

- Must be a U.S. Citizen or a resident alien
- Must be at least 21 years of age
- Must possess a High School Diploma or GED recognized by the State Board of Education
- Must be able, to read write, and speak English
- Must maintain a valid driver's license (Class C) in compliance with the Carroll County Government Vehicle Safety Guidelines policy
- Must meet minimum requirements set forth by the Carroll County Sheriff's Office (please visit our website at <https://sheriff.carrollcountymd.gov/employhiringprocess.html>)

Qualifications and Requirements:

- Prior law enforcement, corrections, security or related experience preferred by not required
- Ability to obtain Special Police Commission
- Successful completion of required training and annual recertifications
- Ability to complete and maintain agency firearms certification
- Ability to stand/sit for extended periods and lift up to 100 lbs., as well as push, pull or move objects

Essential Tasks:

- Work court security posts as assigned
- Conduct prisoner, courtroom, and cell searches and perform prisoner counts
- Maintain courtroom order and provide security for judges and court personnel
- Process prisoners through Central Booking
- Coordinate and conduct prisoner transport and movement
- Provide instructions to juror(s) and others in the courthouse

- Support main entrance security as needed
- Maintain accurate daily activity records
- Assist with special operations, civil process service, and warrants as required
- Respond to emergencies and report incidents
- Perform other duties as assigned

Knowledge, Skills and Abilities:

- Working knowledge of applicable federal, state, and local laws
- Understanding of agency policies and court procedures
- Strong written and verbal communication skills
- Sound judgment and the ability to follow established guidelines
- Ability to work independently and as part of a team
- Ability to manage security, control, and discipline in court settings
- Ability to use computers and agency databases
- Professional appearance and demeanor consistent with agency standards

Selection Process: The selection will be based on, but not limited to the candidates successfully completing the following steps:

- Completion of Application
- Integrity Questionnaire
- Submission and review of resumè, not to exceed two pages
- Oral Interview
- Complete Physical Agility Test
- Completion and review of Confidential Questionnaire
- Conditional Offer
- Psychological Examination
- Polygraph Examination
- Background Investigation
- Physical / Medical Examination
- Command Review / Interview (at the discretion of the Carroll County Sheriff's Office)
- Final Job Offer

Request Procedure:

To be considered for this position, qualified candidates must complete and submit employment application electronically through [Policeapp.com](https://policeapp.com). Applications must be submitted **no later than 11:59 p.m. on Friday, October 23, 2026.**

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

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