



CARROLL COUNTY SHERIFF'S OFFICE

COMMITMENT TO COMMUNITY

James T. DeWees
Sheriff

CORRECTIONAL SPECIALIST

Grade W21 – Non-Exempt
Starting Salary - \$50,565 annually

GENERAL DUTIES:

This civilian position involves supporting the Correctional Specialist Manager in the activities of the Offender Diversion Section. Duties include supervising individuals as instructed by the District and Circuit Court Judges of Carroll County. The position entails regular interaction with Judges, the Public Defender's Office, the State's Attorney's Office, and the community. Attendance at court proceedings and providing testimony, particularly bond review hearings, may be necessary. Flexibility in working hours is required, as employees may be assigned atypical shifts based on staffing requirements.

AVAILABILITY:

Monday to Friday schedule consists of four days, each 10.5 hours with a 30-minute lunch break. Additionally, one day off during the week is provided. 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 / employment / hiring process)

QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's Degree in criminal justice, social or behavioral science or a related field required
- 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

ESSENTIAL TASKS:

- Manages caseload and provides supervision to individuals involved in the justice system.
- Monitors court ordered special conditions (drug testing and collecting drug testing fees, referrals for mental health counseling, drug program, etc.)
- Prepares supervision summary and violation reports
- Prepares criminal histories through Meters (Maryland Electronic Telecommunication Enforcement Resource System), Criminal Justice Information Systems (CJIS), and Judicial Information Systems (JIS)
- Attends court and provides testimony as necessary.
- Performs other related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong communication and interpersonal skills.
- Ability to work effectively in a fast-paced and dynamic environment.
- General 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
- General knowledge of the behavior and demeanors of offenders and social factors which result in criminal activity
- Knowledge of Microsoft Office based computer programs including Word, Excel, and Outlook
- Must have excellent oral/written communication skills, including assessment, interviewing and counseling techniques
- Must be able to analyze and interpret policy and related questions
- Must be able to independently identify and resolve problems in a timely manner
- Ability to accurately prepare and maintain data, forms, and reports
- Ability to develop and maintain effective working relationship with co-workers, clients, judicial and law enforcement personnel and general public
- Ability to exercise good sound judgment in dealing with offender behaviors, plus the ability to respond with tact, understanding, diplomacy, fairness and firmness
- Ability to maintain a high level of confidentiality while managing sensitive information
- Ability to work independently with minimal supervision
- Ability to succeed in a team environment
- Proficiency in relevant computer applications and data management systems.

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 no later than 11:59 p.m. on Friday, April 26, 2024. For more information about this position visit our website at 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.