



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: CADET Deputy (Hourly) 24 hours weekly
\$13.20 hour (NO FRINGE BENEFITS)

DEPARTMENT: Office of the Sheriff

OPENING DATE: 01-14-16 **CLOSING DATE:** Open Until Filled

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

Sheriff's Cadets must meet the same qualifications of a sworn deputy and correctional officer and maintain those qualifications while in the Cadet Program. Failure to maintain these standards and qualifications while in the Cadet Program will result in dismissal from the program and the Agency.

Must be between the ages of 17 and 19 years of age at the time of application. Applicants may not be appointed until they are 18 years of age and must be appointed before their 20th birthday.

Must be a United States citizen.

Ability to pass the following examinations: written police examination and physical agility test. Physical, polygraph, and psychological pre-employment examinations must also be satisfactorily completed.

Must successfully pass additional physical, polygraph, and psychological examinations prior to transfer to Deputy Recruit or Correctional Officer.

JOB SUMMARY: Sheriff's Cadets are college students, working **part-time** for the St. Mary's County Sheriff's Office. They perform duties relative to police and corrections work but not requiring police or correctional officer authority. Sheriff's Cadets experience on-the-job training to learn to enforce laws related to the protection of life and property, traffic control, crime prevention, and station clerk duties. Sheriff's Cadets may also work in the St. Mary's County Detention Center providing assistance in areas that do not involve direct contact with the inmates of the Detention Center. Sheriff's Cadets receive close direction from supervisors and carry out their assignments in accordance with established operating procedures. During this period of employment, Sheriff's Cadets are periodically evaluated for efficiency, general performance of duties, and continued eligibility for appointment as a Police Recruit or Correctional Officer.

Successful Sheriff's Cadets may be appointed as Police Recruits or Correctional Officers to the first academy class for which they become eligible, provided they serve a minimum of one year of service in the Cadet program, satisfactorily pass the required psychological, physical, and polygraph examinations. Work is evaluated through observations, conferences, and reports.

DUTIES:

- ◆ Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted or changed at any time at the direction of management, formally or informally, verbally or in writing;
- ◆ Assist members of the Agency in accomplishing work objectives, as assigned;

- ◆ Respond to emergency calls (domestic and civil complaints) requiring police action with a sworn police officer to include, but not limited to, intrusion alarms, child abuse, robberies, traffic accidents, etc;
- ◆ Learn and practice civil procedures and custodial responsibilities;
- ◆ Observe writing of citations for traffic and other minor violations;
- ◆ Assist in writing detailed incident, investigation, activity, and other reports;
- ◆ Learn to interpret and apply laws contained in various state codes and local ordinances;
- ◆ Learn and practice basic criminal and traffic accident investigation procedures;
- ◆ Learn and practice techniques, including crime scene preservation, witness interviewing, and evidence collection;
- ◆ Provide assistance to accident and other victims;
- ◆ Provide assistance to correctional officers in the Detention Center in areas such as central control and administration, and perform other various duties not requiring direct contact with the inmates;
- ◆ Perform the duties of the position of Station Clerk, as assigned;
- ◆ Assist the Traffic Safety Unit with various duties such as commercial vehicle inspections; school bus safety inspections, child safety seat inspections, and participate in crime prevention and traffic operations public education programs;
- ◆ Staff Agency informational displays or booths;
- ◆ Assist with crowd and traffic control at public events and at crime scenes, fires, traffic light outages, and other unusual occurrences, as assigned;
- ◆ Perform administrative duties throughout the Agency, as assigned;
- ◆ Attend and participate in training sessions and other meetings, as required;
- ◆ Perform any other related duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification;
- ◆ Possess strong community relations skills to deal with a wide range of people, including children, the elderly, non-English speaking ethnic persons, and persons with medical conditions which may render them mentally unclear;
- ◆ Ability to learn names and locations of roads, buildings, and other landmarks in St. Mary's County;
- ◆ Ability to provide quality police service to the citizens of St. Mary's County;
- ◆ Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy;
- ◆ Apply knowledge, experience, and reason to arrive at effective decisions for routine situations;
- ◆ Ability to utilize a high level of discretion, good judgment, and confidentiality;
- ◆ Ability to complete work assignments and reports in a timely manner;
- ◆ Ability to organize and determine priorities of diverse assignments;
- ◆ Ability to read and comprehend various documents;
- ◆ Ability to maintain composure and work effectively in situations of on the job pressure;
- ◆ Ability to learn and apply training provided by the Agency or designated agency;
- ◆ Ability to comprehend, understand and adhere to, at all times, Agency policies, procedures, rules, and regulations;
- ◆ Ability to become CPR and First Aid Certified;
- ◆ Possess a valid driver's license
- ◆ Operate assigned Agency vehicle in accordance with established rules and regulations of this Agency and the laws of the State of Maryland;
- ◆ Ability to pass a comprehensive background investigation;
- ◆ Ability to pass random drug screening.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of 30 to 60 pounds.

This position requires the ability to run, climb, jump, lift, drag, crawl, carry, push and pull of objects and have the ability to use bodily force as well as respond to calls, both on foot and by motor vehicle, wearing of Personnel Protective Equipment/PPE, including but limited to; Kevlar vest, gun belt and Gas/Protective mask.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

COMPENSATION/BENEFITS:

Hiring Salary: \$13.20 per hour.

FLSA: Non-Exempt

SELECTION PROCEDURE: Applications will be screened for those who meet minimum job requirements. Selected applicants will be invited to written entrance exam. All candidates will be notified of their selection or non-selection to compete for the position.

TO APPLY:

Applications are available at:
Office of the Sheriff / Personnel & Recruiting Unit
23150 Leonard Hall Drive
Leonardtown, MD 20650
Phone: 301-475-4200 extension: 1909/1936
Website: <http://www.firstsheriff.com/applicationprocess.asp>