



HARFORD COUNTY SHERIFF'S OFFICE

Sheriff Jeffrey R. Gahler

Mission Statement: With courage, honor, and integrity we protect the rights and dignity of all citizens. In partnership with our communities, we strive to preserve the peace and provide for a safe environment for all.

Vacancy #: 17-S07

Title: Correctional Officer Recruit

Closing Date: May 7, 2017

Salary: \$41,746

Location: Detention Center

Hours: Varies/3 Shifts

Job Summary: Employee is assigned to the Harford County Detention Center with primary responsibility for maintaining security and custody of the inmate population.

Essential Functions:

1. Responsible and accountable for immediate supervision, custody, care and control of inmates.
2. Respond to emergency situations within the facility.
3. Respond to the needs, requests, and complaints of the inmate population.
4. Gather information and prepare written documentation and agency reports.
5. Conduct facility security and inspections.
6. Use various security devices.
7. Attend roll-call and various training sessions.
8. Maintain proper care and maintenance of uniforms and equipment.
9. Perform all other job-related assignments as required.

Minimum Qualification Requirements:

1. Graduation from a high school recognized by the Maryland State Board of Education or possession of a GED certificate recognized by the Maryland Board of Education.
2. Valid Class D or Class C non-commercial driver's license with no more than three (3) points and a relatively clean driving record.
3. Must have no criminal convictions on record.

Selected Candidate:

1. Must be 18 years of age or older and a U.S. citizen.
2. Must pass physical agility test (18 push-ups in 1 minute, 27 sit-ups in 1 minute, 1.5 mile run in under 15:20).
3. Must pass entrance level exam with or without reasonable accommodation (min. score 70%).
4. Must pass comprehensive background investigation and criminal record check; medical exam and drug/alcohol screening; polygraph exam; and psychological screening.
5. Must provide handwriting sample for review.
6. Must appear before and receive a favorable recommendation from an Oral Interview Board.
7. Must attend mandatory pre-employment orientation program.
8. Must attend and successfully complete a 10 week MPCTC Entrance Level Correctional Academy.
9. Must possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills. Any criminal conviction(s) and/or arrest(s) may be grounds for disqualification.
10. No visible tattoos.

Required Knowledge, Skills, and Abilities:

1. Ability to interact effectively with inmates, the public, and criminal justice agencies.
 2. Ability to maintain composure and demonstrate appropriate restraint in stressful and dangerous situations while maintaining a professional demeanor.
 3. Ability to adapt to changes in working conditions.
 4. Ability to establish and maintain working relationships with co-workers and supervisors.
 5. Ability to communicate effectively.
 6. Ability to read and follow directions both in written and oral form.
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Physical and Environmental Conditions: Candidate selected for position must perform essential job functions with or without reasonable accommodation. Academy has a rigorous fitness program and quasi-military atmosphere.

Application can be downloaded from the Harford County Sheriff's Office website,
<http://www.harfordsheriff.org/employment/>

Please also visit the website for information on how to prepare for the pre-employment physical agility and written examinations.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
WE DO NOT DISCRIMINATE ON THE BASIS OF DISABILITY**

Posted: April 11, 2017