



**PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:**

Deputy Sheriff

SALARY: See Position Description

OPENING DATE: 12/09/21

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The Prince George County Sheriff's Department is now accepting applications for the position of Deputy Sheriff. This position will be responsible for the following:

- Ensuring courtroom and courthouse security; enforcing courtroom rules and regulations; transporting inmates; serves civil papers; serves capias.
- Ensures safety of judge and individuals in the courtroom through observation of behavior;
- Enforces courtroom rules and regulations;
- Conducts building security checks; screens incoming people, personal items, etc.;
- Searches courtroom for weapons or objects that may cause harm to judge and court attendees; sets up video equipment for hearings;
- Searches prisoners to be escorted to courtroom;
- Escorts prisoners from lock-up to courtroom and back; applies restraints as needed;
- Carries objects for visiting judges into the courtroom;
- Completes financial statements for those needing an attorney;
- Serves subpoenas, warrants, orders of arrest and other official court papers, both criminal and civil; executes eviction notices;
- Assists Clerk of Court with transfer of files to and from courtroom;
- Transports prisoners to other jurisdictions;
- Supports Police Department on calls for service, escorts and traffic controls when needed, radar and enforcement of traffic laws;
- Makes arrests and testifies in Court; prepares reports;
- Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
- Must have a valid Virginia Driver's License;
- Performs related tasks as required.

Starting salary: \$43,000 DOQ/DOE

QUALIFICATION REQUIREMENTS:

General knowledge of courtroom security methods, practices and procedures; general knowledge of courtroom rules and regulations; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action; skill in the use of firearms and the operation of motor vehicles; possession of physical agility and endurance.

SPECIAL REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school. Some law enforcement, civil process and/or court security experience preferred but not mandatory.

ADDITIONAL INFORMATION:

Selected applicant will be required to obtain certification through DCJS by graduating the Basic Jailor/ Court Security/ Civil Process Academy and meet and maintain all departmental requirements for the position.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.princegeorgecountyva.gov/>

Position #DS122021
DEPUTY SHERIFF
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Deputy Sheriff Supplemental Questionnaire

- * 1. Do you possess a valid driver's license?
 - Yes
 - No
- * 2. Have you ever been convicted of a felony?
 - Yes
 - No
- * 3. Have you ever been convicted of a misdemeanor involving lying or stealing?
 - Yes
 - No
- * 4. Do you have any Law Enforcement, Basic Jailor, Court Security, Civil Process experience?
 - Yes
 - No

5. If you answered "Yes" to question number four, please explain your answer.

* Required Question