



# The Charles County Sheriff's Office

is now accepting applications  
for the position of

## Background/Recruitment

### Supervisor

Salary: \$64,343



This non-critical position is responsible for the supervision of employees assigned to the Background and Recruitment Unit. In addition, the position is also responsible for searching out and recruiting the best candidates for possible employment with the Agency. The position involves the responsibility of providing leadership, planning and assigning duties to the assigned personnel.

### **REQUIREMENTS:**

- Knowledge of the principles and practices, rules and regulations found in the Standard Operating Procedures, and other manuals
- Knowledge of Maryland Police and Correctional Training Commissions (MPCTC) guidelines and regulations
- Several years of law enforcement, including supervisory experience
- Two (2) consecutive years of computer terminal experience
- Three (3) years of experience in conducting police related investigations either criminal, pre-employment, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities
- Ability to be certified under the Criminal Justice Information System (CJIS) Certification Program for access into the State and Federal computer networks
- Possess knowledge of minimum qualifications for police and correctional officer applicants
- Ability to work in diverse neighborhoods at various times of day dealing with a wide range of people
- Ability to read, write, comprehend, and speak English in a clear, effective manner
- Ability to utilize a high level of discretion, good judgment, and confidentiality
- Ability to maintain a high level of accuracy in assigned tasks
- Ability to maintain composure and work effectively in situations of on the job pressure
- Possess a valid driver's license
- Ability to pass a comprehensive background investigation

### **BENEFITS:**

Comprehensive Benefits Package

### **APPLICATIONS AVAILABLE AT:**

Administrative Headquarters Building: 6915 Crain Highway, La Plata, MD

District I Station: 6855 Crain Highway, La Plata, MD

District II Station: 3145 Marshall Hall Rd., Bryans Road, MD

District III Station: 3670 Leonardtown Rd., Waldorf, MD

Online at: [www.ccsso.us](http://www.ccsso.us)

**Closing Date: Tuesday, January 20, 2015 by 4:00 p.m.**

Please submit completed applications to:  
Human Resources, P.O. Box 189, La Plata, MD 20646  
For more information call: (301) 609-6417

**AN EQUAL OPPORTUNITY EMPLOYER**