

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 003532
Grade G1**

DEPUTY SHERIFF CANDIDATE

DEFINITION OF CLASS:

This is instructional level, non-sworn law enforcement work. Contacts for employees are limited to other employees receiving instruction, and instructors, from whom employees receive instruction, work assignments, examinations and training in a variety of subjects. This class of work does not require employees to provide service or assistance to citizens or other parties to a judicial proceeding, nor does it require employees to provide care and custody of prisoners while serving in a student capacity.

An employee in this class is responsible for attending and successfully completing an extended curriculum of instruction that prepares an employee to work in any one of a variety of assignments in the Office of the Montgomery County Sheriff. The participation of employees is closely monitored, and their proficiency and progress are frequently measured through written, oral and practical examinations, the cumulative total of which determines an employee's eligibility for promotion to sworn status upon completion of all instruction. Work guidelines take the form of laws, regulations, policies and procedures that are taught from lectures, textbooks, demonstrations and other means which employees are expected to learn and closely follow. Employees are not permitted to deviate from accepted practice and established guidelines, except as specifically authorized during classroom and field instruction. The complexity of this class of work is derived from acquiring, understanding and applying a large array of knowledge presented in a military like and competitive atmosphere. The result of properly performed work is successful completion of the curriculum of instruction. The large majority of work is carried out in a comfortable classroom setting that is appropriately heated, cooled and lighted. Instruction in self-defense and physical training regularly occurs both in a gymnasium and outdoors. Less frequently, marksmanship training occurs – inside and/or outside – and exposes employees to loud noises, noxious odors and varying weather conditions. The hazards of this class of work, although experienced in a "controlled" environment, are realized during recurring self-defense, physical and marksmanship training as well as during infrequent field visits for practical application training.

NOTE: Employees receiving on-the-job training while waiting to start Entry Level Training may be temporarily exposed to the working environment, hazards and physical demands of sworn Deputy Sheriffs. While in this status, employees work under the direct and constant supervision of an experienced Deputy Sheriff.

EXAMPLES OF DUTIES: (Illustrative only)

- Attends entry level training; receives instruction, prepares lessons, and takes examinations.
- Carries out assignments in a student capacity, performing those duties associated with beginning level law enforcement work.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess reading comprehension, map reading and report writing skills appropriate to the work of this class.
- Ability to learn regulations, methods, and techniques of the Deputy Sheriff function through

intensive classroom instruction and practical application.

- Ability to understand and carry out oral and written instructions.
- Ability to work tactfully, equitably, and effectively with people.
- Ability to reason soundly and derive practical solutions to problems.
- Ability to prepare clear, concise and accurate reports.
- Possess emotional stability and personal integrity as determined by an investigation conducted by the Montgomery County Government.

MINIMUM QUALIFICATIONS:

Experience: None.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: None.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

OTHER:

- Be a United States citizen and twenty-one (21) years of age as of the first day of employment as a sworn Deputy Sheriff.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of twelve (12) months after the employee has obtained sworn status.

MEDICAL EXAM PROTOCOL: Core I Exam with Drug & Alcohol Screen.

Class Established: July 1966

Revised: July 1969

January 1973

January 1974

October 1975

May 1978

June 1980

March 1985

September 1986

March 1989

May 1989

Classification Study: April 1993 (M)

Classification Study: June 1999 (M)

June 2003

April 2010

August 2013

Revised: Medical Protocol per OMS Review: September 2022

Formerly Titled: "Deputy Sheriff I (Private)"

Prior Class Code: 003530