HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Part-Time Law Enforcement Court Deputy

Job Code: U9983
Pay Grade: PSM
Pay Scale: $33.13-$43.53 Hourly; $49,960.04-$65,643.24 Annually
Exempt: No

OVERVIEW

Maintain order in the Courthouse Complex and adjacent areas, assist in the efficient judicial proceedings within the courtroom, and promote and maintain a safe environment.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide security related to judicial proceedings, respond to emergency situations, and carry out lawful orders as directed by a judge within the assigned to courtrooms and adjacent areas to maintain a safe and secure environment.
- Maintain continuous surveillance of the courtroom during court sessions.
- Inspect courtrooms and conduct courtroom searches before and after each court session.
- Interact, answer questions, and communicate with a wide variety of people and agencies (e.g., general public, attorneys, law enforcement, court clerks, media, Department of Juvenile Justice, Department of Corrections, families, juries, victims, witnesses).
- Maintain proficiency and qualification with weapons that may be used in the work environment.
- Monitor radio communications.
- Resolve and/or diffuse conflicts between various parties in the courtrooms, waiting areas, and other facilities.
- Maintain a professional demeanor.
- Monitor evidence in the courtroom.
- Enforce the law.
- Provide other law enforcement and/or security-related services in and around the Courthouse Complex as directed by a supervisor if not needed in a courtroom at a particular time or provide information and assistance to the public at the front desk of a division.
- Serve domestic violence and stalking injunctions for protection.
- Post and execute writs of possession (evictions).
- Serve ex-parte mental health orders.
- Serve any other enforceable civil process issued by a judge.
- Operate an agency vehicle in support of assigned duties.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of principles, practices, and techniques of modern inmate care, custody, and control, and related state, federal, and department laws, rules, regulations, standards, and policies governing the operation of detention facilities and courtrooms if detention certified.
- Working knowledge of local, state, and federal laws pertinent to law enforcement.
- Working knowledge of law enforcement guidelines and criminal investigation methods and

techniques.
- Working knowledge of local, state, and federal laws governing the criminal justice system.
- Working knowledge of first-aid and Cardiopulmonary Resuscitation (CPR) principles.
- Some knowledge of crowd control defense and restraint tactics and communication procedures.
- Some knowledge of behavior patterns, legal rights, discipline protocols, and grievance procedures of inmates.
- Ability to pay close attention to detail.
- Ability to communicate effectively, both verbally and in writing, with diverse populations.
- Ability to detect potentially adverse or unsafe situations and react according to department policy.
- Ability to physically handle and control prisoners resisting detention.
- Ability to use a two-way radio.
- Ability to properly use various restraining devices.
- Ability to work effectively with others.
- Ability and willingness to use weapons and to properly maintain them.
- Ability to meet specific physical requirements as may be established by competent authority.
- Ability to safely operate a motor vehicle.

SKILLS

- Cardiopulmonary Resuscitation (CPR)
- Court Procedures
- Firearms
- First Aid
- Law Enforcement

WORKING CONDITIONS

- Work in and around a court operations environment, with occasional contact with inmates.
- Exposure to explicit or disturbing behavior.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand/sit for prolonged periods while court is in session.
- May engage in extremely heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling objects and materials over 100 pounds).
- May drive a Sheriff's Office-issued vehicle (e.g., car, full-size van, full-size pickup truck) to perform essential duties.
- Annual physical testing includes running, climbing, lifting, pushing, pulling, and navigating obstacles, along with repetitive hand movements, balance, agility, and sustained physical exertion in varied environments.
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- Required to wear a Sheriff's Office provided uniform.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- Former certified law enforcement deputy of the Hillsborough County Sheriff's Office (HCSO) with a minimum of 10 years experience who left in good standing.
- Possession of a current certification by the State of Florida as a law enforcement officer.

REQUIRED ANNUAL TESTING

- Successful completion of the Hillsborough County Sheriff's Office Physical Abilities Assessment (PAA).

Note on the PAA

The course consists of the following and must be completed in 5:48 minutes or less:

- 130-foot run followed by scaling a 4-foot-high stationary solid wall.
- 100-foot run to a cone, followed by a 40-foot run to stairs and completion of a 70-step stair climb (one step equals: first foot up, second foot up, first foot down, second foot down).
- 100-foot run followed by climbing through a 3-foot-high window.
- 50-foot run navigating through cones in a serpentine pattern, keeping cones on the indicated side.
- 20-foot movement (push, pull, drag, or walk) of a 180-pound sled back and forth five times, totaling 100 feet.
- 20-foot drag of a 160-pound dummy.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.

PREFERRED QUALIFICATIONS

- Strong interpersonal skills, professional demeanor and appearance, strong firearms skills, prior courthouse experience.