



DEPUTY SHERIFF 1 - COURT SERVICES

Estimated salary effective 1/1/23

\$25.73/hour or \$53,531.09 with no prior experience

Starting at \$25.73/hour or \$53,531.09 + 50% credit given for years of DCJS Jail or Law Enforcement service

Full salary range for this position is \$53,531.09 - \$92,542.94

Call 540-658-5204 for questions on compensation

Job Type: Full-Time

Location: Stafford County, VA

Performs responsible protective services work including enforcing laws, investigating criminal activity, serving civil papers, ensuring the safety of the public, testifying in court, maintaining records and files, preparing reports, and performing other duties as assigned.

Preference given to DCJS Law Enforcement and/or DCJS Jail Certifications.

Examples of Duties:

- Ensures courtroom security; serves civil process legal papers; supervises and transports prisoners; prepares and maintains files and records; assists with other legal services.
- Serves summons, notices, court orders, notices, attachments, claims and deliveries, ejections, executions, capias and other legal papers.
- Transports prisoners and mental cases.
- Makes arrests, forcibly if necessary, using handcuffs and other restraints.
- Subdues resisting suspects using weapons and maneuvers and other approved self-defense methods.
- Testifies in court.
- Ensures the security and order of courtrooms prior to and during court sessions.
- Transports and supervises the movements of prisoners to and from court.
- Removes unruly individuals from the courtroom.
- Responds and carries out all orders of the judge.
- Checks court calendar, ensures availability of witnesses, jurors, plaintiffs and defendants.
- Escorts jurors to and from the courtroom.
- Searches courtroom and prisoners for contraband.
- Receives and processes civil papers and maintains appropriate records.
- Assists patrol deputies as required.
- Prepares periodic reports.
- Performs related tasks as required.

Typical Qualifications:

- High school diploma or equivalent.
- Possession of valid Virginia driver's license.
- Must also be 21 years of age and a U.S. citizen.

Supplemental Information:

The selected candidate must successfully pass a multi-step hiring process including, written and physical agility testing, interview, polygraph examination, full background investigation to include criminal history check, medical examination, psychological examination and drug and alcohol testing.

Physical Requirements:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; some work requiring lifting, dragging, for short distances of 165 pounds of weight occasionally, work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication, hearing, visual acuity are required; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and wearing a respirator; worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

WRITTEN TEST - Everyone submitting an application will be required to participate in a written examination. The test will be graded on site and the candidate will be advised of his/her score. A score of seventy-percent (70%) or above is required to advance in the process. The Sheriff may waive this portion of the selection process in the event of prior police experience or other factors as determined by the Sheriff. Applicants should be prepared to commit approximately 3 hours for this examination.

PHYSICAL ABILITIES TEST – Upon receiving a passing score on the written examination, the applicant will have two opportunities to run the PAT course within the 1 minute 36 second time limit.

The test consists of a 150-yard course that measures stamina and cardiovascular fitness in the completion of various job-related physical skills (running/sprinting, crawling, climbing, dragging 150lbs, trigger pull etc.). The applicant must successfully complete ten (10) obstacles in succession. Participants must complete all events in the specified sequence or they fail the course.

Should inclement weather cause cancellation, testing will resume at the next regularly scheduled date.

For more information on the Physical Abilities Test, please [click here](#).

