



YORK COUNTY SHERIFF'S OFFICE, Maine

Court Officer/Part Time

ESSENTIAL JOB FUNCTIONS

- Coordinate with the Sheriff's Office records department
- Process, research, copies summonses, case reports, and other paperwork for proper and timely dissemination
- Serve court documents and notices
- Liaison with and responds to the District Attorney's Office.
- Attend court hearings in place of the deputy
- Manage and testify involving civil crimes
- Oversee all court related motions or discovery requests
- Conducts inquiries at the District Attorney's Office requests
- Prioritize work in an expeditious manner
- Highly efficient in multi-tasking
- Excellent interpersonal skills
- Must travel regularly to three courthouses

MINIMUM QUALIFICATIONS

- U.S. Citizen
- HS Diploma or GED
- Possess a valid drivers license w/acceptable motor vehicle record
- No criminal record
- Good character and reputation
- Combination of 3 years of post high school education and/or employment experience
- Experienced in the criminal justice system and courtroom testimony
- Familiar with IMC records management

PREFERRED REQUIREMENT

Maine Criminal Justice Academy full-time law enforcement certification or successful completion of the pre-service standards as set forth by the Maine Criminal Justice Academy.

Applicants Selected Must Successfully Complete:

Oral Panel Interview(s), Background Investigation, Polygraph Examination, and County Medical Pre-hire Exam

Salary and Benefits

This is a 20 hour per week position.

Application Submission Process

You must provide the complete application package (listed below);

- Application for Employment Form (Sheriff's Office)
- Personal History Statement
- Authorization for Release of Personal Information waiver
- Resume

The ENTIRE application package for this position will be accepted until **4:00 pm March 4, 2016**. Application package may be mailed or dropped off at the YORK COUNTY SHERIFF'S OFFICE, One Layman Way, Alfred, Maine 04002; 207-324-1113 Monday through Friday 8:30 – 4:30 PM. The application can be found online by **downloading only** and printing it from the county website at <http://www.yorkcountyme.gov>. Click on *Employment* tab, and then select the *YCSO Application-DO NOT* submit online.