

# Virginia Beach Sheriff's Office – Job Advertisement

## Part-Time Deputy – Courts/Transportation

2021

**Department:** Virginia Beach Sheriff's Office  
**Job Title:** Part-time Deputy – Courts/Transportation/ Civil Process  
**Salary:** \$26.94  
**Closing Date:** **May 22, 2021**  
**Job Type:** Part-Time – 20 hours per week  
**Work hours:** Monday – Friday hours varied

**Minimum Requirements:** Four (4) calendar years of full-time paid service as a Law Enforcement Officer or Deputy Sheriff. Must be DCJS and/or Law Enforcement Certified. If retired, candidate must be hired within twenty-four (24) months of the retirement date.

Must meet all employment requirements as a sworn member of the Virginia Beach Sheriff's Office. Educational requirements are any combination of education and experience equivalent to graduation from high school; in fields utilizing the knowledge, skills, and abilities in a field such as investigator.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

Must be classified as fit for employment by the Occupational Health Office.

**Nature of Work:** This position is a part-time sworn position; with the same authority as full time deputy sheriffs. The part time deputy performs all tasks related to courthouse, courtroom and lockup security. Maintains all necessary documentation related to inmate housing while in courts, as well as case related paperwork. Monitor courts in session; assists with inmate conduct and safety; escort the inmates to and from the courtroom. Performs security checks within the Courthouse and responds to Courthouse incidents. When needed, transports inmates, to include juveniles, by vehicle to other jurisdictions throughout the state. Civil Process service, serves legal papers, executes criminal warrants issued by the Court and Court ordered evictions.

### **Physical Requirements:**

**Hearing:** Hear and recognize the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration.

**Visual Acuity:** See detail at various distances (e.g., normal reading distance, beyond arm length); read ordinary/small print.

**Color Discrimination:** Perceive similarities or differences in colors or shades of the same color; identify specific colors within the spectrum normally visible to humans.

**Physical Strength:** apply muscular force to lift, carry, drag, push or otherwise move objects; strength in the arms, hands, back, shoulders and/or legs.

**Spatial Sense:** Sense direction, distance, and heights; orient oneself and find one's way, even in new places.

**Coordination:** Perform physical activities with skill, speed and balance, so that they are done efficiently, with little wasted motion.

**Stamina:** Exert oneself physically over long periods of time without becoming overly fatigued or short of breath; maintain a high level of physical performance even after a long period of exertion and stress.

**Special Requirements:** Periodic renewal of all official certifications/licenses including qualification for firearms and eligible for issuance of a handgun permit by the Commonwealth of Virginia. Must be able to work various hours (including days, nights, weekends and holidays) and be available to work overtime when required to meet operational needs.

This is a safety sensitive position and is subject to random drug testing. Positive drug tests results may result in discipline up to and including termination.

This classification has been designated as Alpha I requiring appointees to work during inclement weather, regardless of the City's operational status.

Part-time deputies are not permitted to work extra-duty assignments for compensation.

**Other:** Applicants must successfully complete each component of the process before moving to the next step. The selection process includes the following components: Completion of application, oral interview, and background investigation.

**Preference:** Prefer individual with previous experience in court security and inmate transportation. Individual must demonstrate respect, integrity and strong interpersonal skills, as well as the ability to relate to individuals from diverse backgrounds.

**Special Instructions:**

The position will close at **12:01 AM on May 23, 2021**. Applications must be received by Midnight on **May 22, 2021**

Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.

You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.

Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.

Please provide a copy of any certifications or related professional licenses.

If selected for this position you will be required to submit official transcripts from all accredited colleges or universities listed on your application.

Forward your \*OFFICIAL transcripts from your accredited colleges or universities to:

Virginia Beach Sheriff's Office  
Human Resources  
2501 James Madison Blvd.  
Municipal Center, Building 7  
Virginia Beach, VA 23456

**Business Hours**

Monday through Friday, 8 a.m. – 4 p.m.

\*All higher education institutions must be accredited by an agency recognized by the US Department of Education.

VRS Contribution: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

PLEASE NOTE: Complete your application on the City of Virginia Beach website  
<http://www.vbgovcareers.com/>

Contact the Sheriff's Human Resources Office at [employment@vbsso.net](mailto:employment@vbsso.net) or 385-8808 for additional information.