

# Courthouse Security Officer



## Position Description

**Status**

Regular Part-Time, Nonexempt

**Compensation**

B23

**Bargaining Unit**

Non-bargaining

**Reports to**

Administrative Sergeant

**Supervises**

none

**Position Category**

Specialist

**Summary**

Provides Courthouse security and bailiff duties to the District Courts. Responsible for screening individuals entering the Courthouse, responding quickly to alarm points or any breaches of security, intervening in potentially problematic situations in order to diffuse possible violence, and transporting local inmates between the Court and Jail. Provide security and guidance during any lockdown or weather related event in the Courthouse. Maintain and monitor the holding cells located at the Courthouse.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Secure the Courthouse building and conduct security inspections of citizens who enter, or are on, Court property.
2. Screen all citizens entering the Courthouse for weapons or contraband.
3. Operate screening equipment at the Courthouse entry points including metal detectors, x-ray inspection systems, and visual inspections of packages, brief cases, bags and other such items.
4. Monitor inmates being held in holding cells at the Courthouse.
5. Transport of inmates to and from the Allegan County Jail and Youth Home.
6. Patrol the grounds of the Courthouse for any suspicious activity and respond to any police or security issues.
7. Act as bailiff for District Court and process all subjects for the Courts.
8. Prepare necessary written reports and records.
9. Assist in other areas of the Court as directed as it relates to security.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

The duties of this position take place at the Courthouse which operates Monday through Friday. The Courthouse may have a moderate to high noise level at times and the possibility of dangerous situations. Persons may be exposed to fumes or airborne particles and infectious diseases. Routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to operate a motor vehicle, to move about various buildings, to operate a computer and other office machinery; and move or transport inmates. May be required to climb or reach, sit, stand, stoop, kneel, crouch, crawl, talk, hear, and use hands. May be required to exert up to 50 pounds of force occasionally, and up to 20 pounds of force frequently.

## **Travel**

Travel is required to access County buildings and employees as well as other off-site locations.

## **Required Education and Experience**

1. Associates Degree in criminal justice, public administration, corrections, or closely related field.
2. Graduation from a Police Academy.
3. Completion of the Michigan Commission on Law Enforcement Standards certification.
4. One (1) year of experience in law enforcement.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_