



## 51<sup>st</sup> District Court Job Description



### Court Security Officer

<b>Department:</b>	51 <sup>st</sup> District Court
<b>Supervised by:</b>	Court Administrator, Supervisor of Court Security
<b>Supervises:</b>	None
<b>FLSA:</b>	Non Exempt
<b>Bargaining Unit:</b>	None, At-will
<b>Status:</b>	Part-time Employee

#### **General Summary**

Utilize magnetometer and X-ray equipment inspect, monitor and screen the public entrance of the court building ensuring weapons and contraband items posing a threat to court staff and patrons do not enter the building. Provide courteous assistance and direction to patrons, counsel and jurors unsure of where to report. Visually oversee the public lobby and monitor security feed to quickly identify and assist with escalating and/or volatile situations with the potential to cause harm to court staff and/or patrons. Provides general assistance to the Judge and court staff by locating, delivering and transporting case files, directing parties to the appropriate areas and performing related functions. In addition to courtroom activities, the Court Security Officer may be asked to perform other security and/or clerical related functions at the direction of the Judges, Court Administration or Supervisory staff.

#### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Opens courtroom, checks equipment, maintains courtroom security, including protecting the judge, jury and other participants, and ensuring proper decorum in the courtroom and surrounding area.
2. Locates and delivers case files to the judge or other courtroom staff, calls cases into court, directs parties to the proper location, provides information on court schedule and proceedings to parties, and otherwise assists in coordinating courtroom activities.
3. Provides assistance and general case information to attorneys, prosecutors, law enforcement officials, respondents, court personnel and the general public.
4. May open courthouse/disarm building alarm and check building for security and safety violations.
5. May calibrate magnetometer, open visitor entrance and screen all visitors entering the facility for weapons and contraband materials. Checking all bags, packages and briefcases for weapons, explosive materials, etc.
6. Assists court staff by calming or restraining unruly persons and fulfilling other security related functions.
7. Processes and escorts prisoners to and from the courtroom.
8. Responsible for security of prisoners and for assisting attorneys requiring access to prisoners.
9. Assists with filing, case shredding and any other clerical work as directed.

#### **Required Knowledge, Skills, Abilities and Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Possess a high school diploma.
2. Minimum of two (2) years experience in law enforcement or a related field.

3. Eligibility for a concealed pistol license and ability to qualify with a firearm.
4. Physical stamina to endure potentially long hours of standing, etc.

### **Desired Qualifications**

1. Considerable knowledge of the policies and practices of a District Court.
2. Advanced knowledge of court security.
3. Legal research and writing experience.
4. Strong oral and written communication skills.
5. College degree or significant coursework in Criminal Justice, Law Enforcement or related field.

### **Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is sporadically a highly physically demanding position. Limited range of motion for the majority of the day is required; individual is required to stay stationary during court proceedings. The use of both fine and gross muscles of the body are required. The ability to accomplish data input is essential. Individual may be required to pull/push/lift and carry lightweight objects, such as papers and reports a majority of the time, however, occasionally the incumbent may be required to lift objects  $\pm 75$  pounds. In addition, incumbent will be required to escort defendants from holding to the courtroom. Work is performed in an environmentally controlled office setting; contact with the public is constant. Lighting is provided for specific tasks as well as direct and indirect lighting for surface and walk areas. Tools (office) are provided to each employee. There is a one hour lunch. Fine finger movement is common; data input. The use of a hand tool is intermittent and associated with specific operations such as basic clerical work. Vibration is not a factor. Most work is done either flat footed standing or in a seated position. Occasionally, individual may be exposed to unsanitary conditions including body fluids. Lifting weight is  $\pm 10$  pounds, 20 or more times per day. Individual must be able to manually write using pen and pencil. Good vision is required. This position is not conducive to the use of mobility aids such as wheelchairs, walkers and or canes, etc. The ability to hear may affect the productivity of this position; accommodations will have to be reviewed.

### **Notice of At-Will Employment**

All employees of the 51<sup>st</sup> District Court serve at the pleasure of the Chief Judge, Chief Judge Pro Tempore and Court Administrator and are considered at-will employees. The employment policies of Waterford Township do not apply to court personnel unless adopted by the Court.

THE 51<sup>ST</sup> DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Start: 21.94

6m: 23.23

1yr: 24.52

2yr: 25.81

**Posting date: August 9<sup>th</sup>, 2019**

**Closing date: August 23<sup>rd</sup>, 2019**

Prospective candidates should email resumes and completed 51<sup>st</sup> District Court applications to [51stdcjobapplications@waterfordmi.gov](mailto:51stdcjobapplications@waterfordmi.gov).