

Court Security Officer

Dept/Div: Sheriff

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate protective service work providing security and protection to courtrooms, court personnel, inmates and civilians, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator or designee.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Maintain courtroom security and enforce policies and procedures; take individuals into custody when required.
- Escort in custody inmates for court hearings; check individuals in for court.
- Collect, pass, verify, serve and check warrants.
- Perform perimeter checks; investigate and resolve disturbances; escort visitors to judge's chambers.
- Identify and schedule daily calendar needs; recommend staffing levels due to scheduling changes; assess calendar to recommend courtroom coverage.
- Search courtrooms, jury room, Judges Chambers and hallways daily.
- Maintain and operate metal detector when required.
- Assist prisoner transports to other counties when there is no court in Pine County.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; thorough knowledge of court calendars, courtroom papers and warrants; general knowledge of time sheets and report writing; general knowledge of standard office equipment; thorough knowledge of law enforcement practices and procedures, courtroom electronics, 2-way radios, restraints and restraint chairs; general knowledge of standard office software; ability to make arithmetic calculations; ability to read body language as a predictor of possible problems, ability to intervene on short notice in hazardous situations using verbal commands or physical force.

Education and Experience

High school diploma or GED and coursework in law enforcement or criminal justice or minimal experience working in security related positions, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking, sitting, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to extreme heat (non-weather) and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

CPR/First Aid/AED Training
Taser, Chemical, Use of Force, Handcuff and Inmate Rights Training
Emergency Procedures Training
Radio Communication Training
Interpersonal Communications (IPC) Training
Personal Protection Equipment Training
Security Policy and Procedure Training
Valid driver's license in the State of Minnesota.