

# Lead Court Security Officer

Dept/Div: Sheriff

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate protective service work providing security and protection for the courts, officials, jurors, witnesses, civilians and incarcerated individuals; directing court security officers, and related work as apparent or assigned. Work is performed under the general direction of the Jail Administrator. Limited oversight is exercised over part-time court security officers.

## 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

- Maintains Courtroom security and enforcement of policies and procedures and communicates concerns and changes to Assistant Jail Administrator.
- Brings individuals into custody as required.
- Works with scheduling and identifying daily calendar needs, recommending staffing levels, and assigning coverage for each courtroom daily.
- Escorts inmates for court hearings; check people in for court.
- Processes paperwork; collects, passes, verifies, serves and checks warrants.
- Provides general Courthouse security, checking on disturbances, escorting visitors and law enforcement to Judges chambers; perimeter checks.
- Searches courtrooms, jury rooms, and Judges chambers daily.
- Assists prisoner transports to other counties.
- Initial and ongoing staff training.
- Maintains, sets-up and operates metal detector when required.

## 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; ability to coordinate and oversee the work of others.

## Education and Experience

High school diploma or GED and moderate experience, or equivalent combination of education and experience.

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## 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 speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, reaching with hands and arms, tasting or smelling and pushing or pulling and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, lifting and repetitive motions; 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 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), wearing a self-contained breathing apparatus 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).

## Special Requirements

CPR/First Aid/AED Training  
Taser, Chemical, Use of Force, Handcuff and Inmate Rights Training  
Emergency Procedures Training  
Radio Communications Training  
Interpersonal Communications Training  
Personal Protective Equipment Training  
Security Policy and Procedure Training  
Valid driver's license.