

## **36th DISTRICT COURT JOB DESCRIPTION**

**JOB TITLE:** Court Security Officer  
A Part-Time, Contractual Non-Represented Position, No Benefits

**REPORTS TO:** Security Director

### **JOB SUMMARY:**

Under the general supervision of the Security Director, performs general security duties at the Court facility and provides security for the judges, magistrates, staff and the public.

### **PRIMARY RESPONSIBILITIES & DUTIES:**

1. Promotes security and orderly behavior within the confines of the Court facility by providing a visible presence within the Court facility.
2. Responsible for maintaining order, and protecting the judges/magistrates, staff and the public.
3. Formally opens assigned courtroom and requests the presence of those required including attorneys, litigants, etc.
4. Maintains vigilance in courtrooms and hallways and attempts to defuse or prevent confrontations and security threats and restore order.
5. Observes all persons entering the courtroom, their movement and their activities; limits access to the bench and other restricted areas.
6. Escorts prisoners to and from the holding cells to the Courtrooms utilizing handcuffs, shackles and other restraints as appropriate and as assigned.
7. Maintains security of prisoners in the Courtrooms.
8. Assists in security for high profile cases by clearing the hallways or implementing other security measures as directed.
9. Prepares incident reports as needed.
10. Performs other duties as assigned by the Security Director.

### **LICENSES, CERTIFICATION OR SPECIAL REQUIREMENTS:**

1. Must be qualified to carry a firearm during employment. Receive and attend all required training.
2. Required to have a valid concealed weapon permit from the county.
3. Obtain CPR, AED and First Aid Certification within the first six (6) months of employment.
4. Obtain and maintain all required state licenses and certifications necessary to perform the functions of a Court Security Officer.

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**JOB QUALIFICATIONS:**

1. High school diploma or equivalent. Some advanced coursework in law enforcement, criminal justice or related area preferred.
2. Five (5) years prior work experience in law enforcement performing courtroom, jail or prison security, or transport of **felony** defendants, and/or equivalent military service is required.

**WORKING CONDITIONS and PHYSICAL CHARACTERISTICS:**

1. Work is performed primarily in the Courtroom with little discomfort due to heat, dust, noise and the like.
2. Regular contact with persons charged and/or convicted of criminal offenses. Works daily with volatile and potentially hostile or aggressive defendants and other individuals. May be required to engage in extremely strenuous activity in the subduing of unruly individuals.
3. Must be able to pay close attention to detail, react quickly and remain calm and in control during stressful situations.
4. Physical strength, dexterity and coordination to provide security for judges, magistrates, prisoners, staff, and the public and perform all general security duties.
5. Physical ability to frequently sit, walk, climb stairs and stand for extended periods of time, and to perform repetitive movements.
6. Ability to effectively communicate with the public, court staff, judges, magistrates, attorneys and other justice system partners.
7. Work well with individuals from a diverse social, cultural, or economic background and varying levels of physical and mental capabilities.
8. Mental ability to frequently handle pressures related to dealing with distracting influences such as people, phone calls, and noise and pressures related to security duties, disorderly behavior and confrontations.
9. Ability to work beyond scheduled hours when necessary.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Determination of equivalent qualifications is within the sole discretion of Management.*