



**Job Title:** Court Security Officer

**Department:** Municipal Court

**Reports To:** Court Administrator

**Salary:** \$18.67 - \$28.00, DOE

**Hiring Range:** \$18.67 - \$23.33

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 01/20/2010	<b>Revision Dates:</b> 2/1/2022	

**JOB SUMMARY**

Performs duties related to the security and safety of magistrates, court staff, litigants, jurors, courthouse visitors and the general public. Maintains a visible presence as a deterrent and proactively addresses situations that may escalate to a disturbance or hazard to the courthouse.

**ESSENTIAL FUNCTIONS**

- Interacts with the general public and court staff and works to ensure courtroom rules of conduct are followed. Escort witnesses and victims to and from the courtroom to avoid confrontations. Prepares courtroom for the day’s cases to ensure a safe environment.
- Performs duties related to the security and safety of magistrate(s), court staff, litigants, jurors, courthouse visitors and the general public. Provides court room security during court sessions and notifies law enforcement when necessary. Patrols, monitors and surveys court premises, including exterior grounds, parking areas and public and staff areas during regular walk patrols as well as by court cameras/monitors. Provides security screening of all entering the courthouse by using a magnetometer, hand wand and x-ray/screening machine. Prevents unauthorized access to restricted areas.
- Respond to questions and concerns from the public by referring people to the appropriate staff and providing assistance as needed.
- Maintains jury deliberation room in an orderly manner and attends to juror questions and needs.
- Prepares and submits written incident reports, forms, documents and other paperwork.
- Maintains a visible presence as a deterrent and proactively addresses situations that may escalate to a disturbance or hazard. Opens court facilities each morning and secures it each night. Monitors non-court staff such as janitorial contractors while in secured areas of the facility.
- Assists in emergency evacuations as needed. May administer CPR and/or basic first aid. Controls and/or details unruly individuals if required to maintain order. Potential for injury and exposure to violent people; may be exposed to bodily fluids and infectious disease due to court-related situations.
- Performs all work duties and activities in accordance with Court and/or Town policies and procedures. Assists in periodic review and makes written recommendations for security policy and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and



monitoring as outlined in the Town's Health and Safety Manual and Court policy and procedures.

### **MINIMUM QUALIFICATIONS**

- Must have a high school diploma or GED equivalent.
- One year in law enforcement, as a corrections officer, or in another court-security related job; or, any equivalent combination of Formal Education and/or Experience that demonstrates the ability to perform the Essential Functions.

### **PREFERRED QUALIFICATIONS**

- Community college, or vocational, business, technical, or correspondence school..

### **REQUIREMENTS**

- Must be able to pass a thorough background investigation.
- First Aid and CPR certification within ten days of hire. Certifications must be kept current throughout period of employment
- Valid Driver's License required, Arizona Driver's License required within ten days of hire.
- Mandatory training must be completed within six months of hire and be kept current annually; training may include safety, security, ethics, sexual harassment and other core curriculum classes. Bloodborne pathogen training as required.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers