



Range: SG-8
FLSA: Non-exempt
Date: May 18, 2020

COURT SECURITY OFFICER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under supervision of the Magistrate Judge or designee the Court Security Officer provides a range of court security services. The position's primary responsibility is to provide a safe environment for the Judge, court personnel, attorneys, and the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Magistrate Judge or designee.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Provides direction and general information to persons entering the building.
2. Screens court visitors prior to entering the courtroom.
3. Stands guard at stationary posts which includes monitoring closed-circuit television, duress alarm systems, and other security equipment, courtrooms, judge chambers, and jury rooms.
4. Assures that criminal defendants, who are in custody, are prevented from having physical contact with family, friends, or spectators to prevent the passing of weapons or contraband.
5. Patrols courtroom lobby, area facilities, and grounds and provides a visible, armed security presence.
6. Observes all persons entering the court room, their movement and their activities, limits access to the bench and other restricted areas.
7. Operates metal detectors, hand-wands, and x-ray screening machines to detect concealed weapons and hazardous objects.
8. Inspects identification badges to control entrances and prevents unauthorized access to restricted areas.
9. Interacts professionally with difficult and/or belligerent persons to diffuse situations peacefully.
10. Carries and safely controls court-approved and issued firearms and/or other defensive weapons.
11. Searches the interior of the court room, judicial chambers, restrooms, and other restricted areas prior to the arrival of court participants. Conducts similar searches following any recesses to assure the rooms are clear of weapons, explosives, or contraband.

12. Provides security escort services as requested for employees and visitors.
13. Responds to emergencies and implements emergency procedures when appropriate and as directed.
14. Responds to medical emergencies to summon assistance and monitor situations.
15. Identifies potential security/safety concerns and notifies Court personnel.
16. Prepares and submits reports on security incidents.
17. Monitors, evaluates, and reassess the efficiency and effectiveness of security methods and procedures.
18. Makes recommendations to Court Administrator regarding operational policy and other administrative issues.
19. Attends and participates in Court staff meetings as needed.
20. Responds to and resolves difficult and sensitive citizen/customer inquiries and complaints.
21. Escorts jury members to court ordered locations (such as crime scenes) by use of approved transportation.
22. Arrests persons who violate court orders by taking the offender(s) into custody.
23. Collects and preserves contraband from persons who enter the courtroom building and surrenders property/evidence to Sedona Police Department personnel.
24. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a municipal court.
- Principles and practices of court security, methods, and techniques for providing safety and security.
- Safe and lawful handling and use of firearms and defensive weapons.
- Defensive tactics and application of non-lethal weapons for controlling volatile situations.
- Office procedures, methods, and computer equipment.

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Evaluate and respond to security problems in a swift, effective manner, and with appropriate actions.
- Remain composed and react quickly in stressful situations.
- Establish and maintain effective working relationships with the police, court personnel, other agencies, and the public.
- Encourage and facilitate environment for building team efforts and problem solving of work-related issues.
- Interpret and apply federal, state, and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of relevant, responsible court security, law enforcement, military, private security, or closely related experience.

Education:

High school diploma or GED.

Training:

Must complete the Court Security Officer Academy within three (3) months of hire. Must comply with the Arizona Code of Conduct for Judicial Employees and Arizona Committee on Judicial Education and Training (COJET) yearly accreditation is required.

Other Qualifications:

Must be at least 21 years of age; ability to pass pre-employment drug screen and criminal background check.

WORKING CONDITIONS

Work is performed primarily in an office or courtroom environment, with occasional work outdoors. The noise level in the work environment is usually quiet in the office to moderately noisy outdoors.

Physical Conditions:

Frequently required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to handle or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

Must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.