

SHIAWASSEE COUNTY
COURT SECURITY DEPUTY

General Summary:

Serves as a Court Security Officer assigned to provide security and related services to the Shiawassee County Courts for all persons employed by or having business within the Court Buildings. Responsible for the weapons screening of all persons and property entering the Court Buildings under the direction of the Administrative Sergeant.

Essential Functions:

1. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Write routine reports and correspondence.
3. Communicate effectively with the public and employees of the court buildings.
4. Carry out instructions furnished in written, oral, or diagram form.
5. Resolve problems involving several concrete variables in standardized situations.
6. Maintaining proper order in a public setting.
7. Remain alert at all times and react quickly and calmly in emergencies.
8. Apprehend, subdue and control individuals who require physical intervention.
9. Operates standard office equipment including computer, fax, copier in order to keep simple records.
10. Prepare and maintain accurate incident records, correspondence, reports and tabulations.
11. Work and maintain current knowledge of the court weapon screening equipment.
12. Follows legal court procedures.
13. Interact with the public and maintain working relationships with criminal justice officials.
14. Demonstrate good judgement, tact and courtesy.
15. Handles confidentiality in an appropriate manner consistent with court standards.

16. Efficiently and politely perform a thorough screening for weapons on all person entering the Court Buildings.

17. Maintain current and up to date knowledge of all court equipment utilized in the performance of the weapons screening program.

18. Responds and resolve any security related issues within the court buildings.

19. Assist law enforcement officers and court officials in emergencies by following established procedure for the evacuation of personnel from the building, lock down of building, conducting searches, etc.

Other Functions:

17. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: Graduation from an accredited high school (GED acceptable). Certified police officer with prior law enforcement related experience preferred, but not required. Must possess a valid State of Michigan operator license and maintain this license during employment in this position.

Other Requirements: Experience in successfully dealing with the public in a wide variety of situations. Demonstrate familiarity and proficiency with issued weapons and equipment. If non certified, a concealed pistol license is required.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the ties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards. but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to physically restrain persons engaged in assault.
- Ability to lift and carry and otherwise assist injured persons.
- Ability to climb stairs, ladders, fences, and other obstacles.
- Ability to walk/run over all types of terrain.
- Ability to pursue individuals on foot.

Working Conditions:

- Exposure to inside of jail.
- Exposure to inmates convicted of various criminal offenses.
- Required to deal with people in various states of intoxication, emotional and mental condition.
- Required work outside in all sorts of weather.
- Exposure to extreme changes in temperature.
- Exposure to a variety of foul odors.
- Exposure to contact with the bodily fluids of others.
- Exposure to assault by individuals with various weapons.