

Courthouse Security - Certified



Position Description

Status

Regular Part-Time or Regular Full Time

Reports to

Administrative Sergeant

Compensation

B23

Supervises

none

Bargaining Unit

Non-bargaining

Position Category

Specialist

Summary

Provides Courthouse security and bailiff duties to the 57th District Courts and 48th Circuit Courts. Responsible for screening individuals entering the Courthouse, responding quickly to alarm points or any breaches of security, intervening in potentially problematic situations in order to diffuse possible violence, and transporting local inmates between the court and jail. Provide security and guidance during any lockdown or weather-related event in the courthouse. Maintain and monitor the holding cells located at the Courthouse.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Secures the Courthouse building and conduct security inspections of citizens who enter, or are on, Court property. Screens all citizens entering the Courthouse for weapons or contraband.
2. Operates screening equipment at the Courthouse entry points including metal detectors, x-ray inspection systems, and visual inspections of packages, brief cases, bags and other such items.
3. Ensures case files are complete and available for court proceedings and that appropriate parties are present. Notifies the judge, opens court by announcing entrance of the judge and administers oaths.
4. Patrols the grounds of the Courthouse for any suspicious activity and respond to any police or security issues. Opens courtrooms and ensures lights, heat and courtroom equipment are operating properly.
5. Serves as security guard for the judge and others during court sessions and normal court business hours. Prevents noises or disturbances from disrupting court proceedings and removes disruptive or disorderly people from the courtroom and court premises.
6. Assembles jurors and sequesters jurors during jury trials as required by the court. Arranges for transportation of jurors to and from temporary accommodations and for meals, addresses

personal needs of jurors, and submits juror payment vouchers to the County Treasurer for payment.

7. Meets with parties to small claims matters prior to hearings and attempts to informally mediate and settle disputes.
8. Takes custody of prisoners and transports to and from the jail and courtrooms. Arrests defendants on court premises and transports to the jail. Transports of inmates to and from the Allegan County Jail and Youth Home. Monitors inmates being held in holding cells at the Courthouse.
9. Operates a computer terminal to access case information. Prepares necessary written reports and records. Completes court appointed attorney petitions for defendants requesting attorney representation.
10. Accepts and examines misdemeanor complaints and examines witnesses, as necessary, in order to determine probable cause for issuing arrest warrants authorized by the prosecuting attorney.
11. Performs civil marriage ceremonies and assists in other areas of the court as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Competencies

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This position works in courtroom and professional office environments. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to operate a motor vehicle, to move about various buildings, to operate a computer and other office machinery; and move inmates. May be required to climb or reach, sit, stand, stoop, kneel, crouch, crawl, talk, hear, and use hands. May be required to exert up to 50 pounds of force occasionally, and up to 20 pounds of force frequently or any force necessary to gain control of a subject.

Travel

Travel may be required throughout the County.

Required Education and Experience

1. High School Diploma or equivalent (G.E.D.) with additional coursework required for certification by the Michigan Law Enforcement Officers Training Council
2. One (1) year of experience in law enforcement or closely related field
3. Certified by Michigan Commission on Law Enforcement Standards (MCOLES)
4. Valid Driver's License
5. Eligibility to obtain a concealed weapon permit (CCW)

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____Date_____