

28th District Court
Part Time Court Officer/Security Screener

General Summary:

This position is part time. The successful candidate must be available on a call in basis to replace full time Court Officers when required. Regularly scheduled hours of part-time Court Officer/Security Screeners are limited to 24 hours per week, or 48 hours per two week period.

Under the general supervision of the Court Administrator, the court officer/security screener promotes security and orderly behavior within confines of the court facility by providing a visible uniformed presence within the court facility. The court officer also has the responsibility for maintaining order, protecting judges, jurors, court personnel, and the general public and serves other needs as determined by the Judge and/or Court Administrator.

Essential Duties and Responsibilities: Essential duties and responsibilities include the following. Other duties as required may be assigned.

- Provides a uniformed presence within the confines of the court.
- Tours and inspects interior and exterior of the court facility and immediate grounds to deter the presence of unsafe or unsecure conditions.
- Communicates with Court Clerks to identify and familiarize him/herself with the day's court calendar.
- Escorts prisoners to and from holding facilities and appropriate court rooms. Returns prisoners to holding facilities as required.
- Intervenes and quells disturbances within the court facility as required.
- Screens spectators and others as directed by appropriate authority to prevent weapons and illegal/dangerous contraband entering the court facility as directed by policy.
- Assists in emergency evacuation and emergency response as required by policy.
- Protects the privacy and safety of judges.
- Provides security in the holding facilities and courtroom. This includes monitoring, securing, and searching of prisoners.
- Locates court proceeding participants and informs same of court's action. Transports documents within the court facility. Apprises judges of the sessions readiness to proceed, and announces the opening and closing of the court session.
- Accepts defendants into custody and holds them or releases them pursuant to the direction of the court.
- Enforces established courtroom demeanor, i.e. smoking, eating, photography, cell phones, etc.
- Collects, receives, maintains, and transfers documents which accompany prisoners.
- Performs any other related duties as required by the court.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

High School diploma or general educational degree (GED); or a minimum of one year's related experience and/or training; or a combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Employee must have the ability to exercise tact, courtesy, sensitivity, and discretion in dealing with attorneys, jurors, litigants, public, and media.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

Must be able to periodically qualify to carry a firearm in the course of employment and receive such other required training. Must maintain a concealed weapons permit from the county. Must be able to complete a Michigan Commission on Law Enforcement Standards (MCOLES) approved defensive tactics training program on an annual basis. Must possess and maintain a valid motor vehicle operator's license.

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

- Employee must show proof of physical ability to provide security for judges, prisoners, witnesses, jurors, court personnel, and the public. Employment, once offered, is contingent upon passing a physical examination.
- While performing the duties of the job, the employee is regularly required to talk and hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop; kneel, crouch, or crawl. Employee may be required to engage in extremely strenuous activity in the subduing of violent individuals. The employee may be required to use and successfully demonstrate proficiency with a firearm. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.