



<b>WORKING TITLE:</b> COURT SECURITY DEPUTY - RESERVE	<b>CLASSIFICATION:</b> COURT SECURITY OFFICER
<b>DEPARTMENT:</b> SHERIFF	<b>DIVISION:</b> SHERIFF
<b>PAY RANGE:</b> VARIES - DOE	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> MARCH 2015

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Provides armed security monitoring for civil and criminal matters in the courthouse. Performs courthouse security inspections. May attend courtroom functions. Will be involved in potentially stressful and volatile situations. Conducts searches of persons and property as necessary.

***SUPERVISION RECEIVED:***

Works under general supervision of the Jail Administrative Sergeant.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of this classification.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Screens visitors entering the courthouse for prohibited items.
- Operates x-ray and magnetometer machines.
- Controls public movement within the courthouse.
- Provides courthouse visitors with directions to county/state offices.
- Photographs and fingerprints individuals remanded from court.
- Provides security within courtrooms.
- Transports inmates outside jail facility.
- Escorts and guards prisoners to court appearances from jail.
- Performs other related tasks as required.

### **JOB SPECIFICATION**

**KNOWLEDGE OF:**

- Use of restraints and firearms.
- Electronic fingerprinting procedures.
- Basic computer skills.

**SKILL IN:**

- First Aid and CPR.
- Using restraints and firearms.
- Using photographic, fingerprinting, and video monitoring equipment.
- Interacting effectively and professionally with court staff, inmates, and the public, including combative or violent individuals.

**ABILITY TO:**

- Communicate effectively orally and in writing.
- Function appropriately in stressful and volatile situations.
- Subdue combative persons and remove them from the courthouse, as required by the situation.
- Successfully complete firearms training.
- Sit and stand for extended periods.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Must be a United States citizen at least 21 years of age and have a high school diploma/GED.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Will be subject to successful completion of DPSST Physical Agility Test "ORPAT" and a comprehensive background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in a courthouse environment. The noise level in the work environment is typical of that of an office. Incumbent will have daily contact with potentially violent persons and will encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office/courtroom environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related*

Court Security Deputy - Reserve (Sheriff)

*duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*