

OFFICE OF THE SHERIFF
Pend Oreille County, Washington

POSITION DESCRIPTION

CLASS TITLE: Court Security Officer
SERIES: Law Enforcement
DATE: January 1, 2012
SUPERVISOR: Sergeant

DUTIES: The Court Security Officer is a limited commission, full or part-time position subject to the direct supervision of the Sergeant. The Court Security Officer is responsible for security in the Hall of Justice; ensuring the safety of all persons therein.

At a minimum, the Court Security Officer is responsible for the following in accordance with the Revised Code of Washington (RCW), other statutory requirements and the Pend Oreille County Sheriff's Office Policy and Procedures:

1. Shall ensure that all people entering the Hall of Justice through the main entrance are screened for weapons, not allowing weapons of any kind to be brought into the Hall of Justice Building, except for official law enforcement personnel;
2. The Court Security Officer is an armed position and thus will be required to demonstrate his/her proficiency with an agency handgun at least once each calendar year; and
3. The Court Security Officer must be physically and psychologically capable of making arrests of law violators and/or defending self or others in armed confrontations when required to do so.

The Court Security Officer shall routinely type reports concerning work activities and other required documents using a computer; will routinely access and employ the Sheriff's Office computerized data bases for information needed to perform the duties of this position.

Performs other duties as may be required.

QUALIFICATIONS: The position of Court Security Officer is a non-sworn, classified civil service position as defined under RCW 41.14.070. This is an entry level, full or part-time position with the Pend Oreille County Sheriff's Office.

Applicants for this position must meet all of the "General minimum Qualifications" listed in the Pend Oreille County Civil Service Classification Plan. Vision must be at least 20/100 corrected to 20/20, with no color blindness. Must possess and maintain a valid vehicle operator's license.

The applicant must also have experience as a full time law enforcement officer or accredited reserve officer. Must have an intimate familiarity with the laws of arrest, search and seizure, and with the Washington State criminal justice system.

WORKING CONDITIONS: Work is performed indoors in a potentially hazardous environment which may include working in close proximity to confrontational and violent persons, exposure to blood-borne pathogens and/or disease causing organisms, or forcibly restraining uncooperative and/or resisting individuals. Work may occasionally require strenuous physical effort and physical agility and the ability to lift up to 50 pounds.