

Court Security Officer - Civil Service

Job Status

Open - open and accepting applications

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The Court Security Officer is a limited commission, 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 in 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; and will routinely access and employ the Sheriff's Office computerized databases for information needed to perform the duties of this position. Performs other duties as may be required.

NUMBER OF VACANCIES: One (1) Part-Time Position.

Full Salary Range: \$20.46/hour

Written Exam: The exam will be scheduled when the Civil Examiner receives your application. You must obtain a 70% score on the written to pass. Allow 2 hours for the written exam. The test is based on the applicant having no experience in Deputy or related fields. Lateral applicants will not be subject to a written exam. See the application deadline below.

General Minimum Qualifications:

GENERAL MINIMUM QUALIFICATIONS:

1. Must be a U.S. citizen or a lawful permanent resident at the time of appointment.
2. Must speak, read, write legibly, and spell correctly in the English language.
3. Must possess a High School diploma or equivalent.
4. Must be at least twenty-one (21) years of age at the time of appointment.

5. Normal height and weight according to military standards, proportional and sufficient for physical restraint of suspects or arrestees.
6. Vision must be at least 20/100 corrected to 20/20 with no color blindness.
7. Must possess and maintain a valid vehicle operator's license.
8. Applicant must have experience as a full-time law enforcement officer to an accredited reserve officer. Must have intimate familiarity with the laws of arrest, search, and seizure, and with the Washington State criminal justice system.
9. Upon passing the Civil Service Test, applications forwarded to the Sheriff's Office (certified applicants) will be subject to additional testing by the Sheriff's Office including, but not limited to, a thorough criminal history check, a polygraph, physical (medical) check, and psychological tests.

APPLICATION DEADLINE: Open - applicants can stop by the office Monday through Friday between 9:00 am and 4:00 pm, in person at 625 W. 4th St. Newport, WA., or via mail (Civil Service, PO BOX 5060, Newport, WA 99156).

PEND OREILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. Testing fees may be waived in cases of financial hardships.

Supporting Documents

court_security_officer_position_description_january_2012.pdf 65.95 KB

poc_security_application_2024.pdf 365.29 KB

court_officer_exam_announcement_04.2024.pdf 184.75 KB

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