

LIVINGSTON COUNTY JOB DESCRIPTION

LEAD COURT SECURITY OFFICER

Supervised By: Chief Judge and/or his/her designee
Supervises: ~~No supervisory responsibility~~ Court Security Officers
Department: Central Services Judicial Center
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Chief Judge and/or his/her designee, this position serves as the Lead Court Security Officer for the daily coordination, guidance, and scheduling of Court Security Officers. Ensures the proper completion of assigned tasks by Court Security Officers. Functions as a Court Security Officer with responsibility in judicial security, courtroom security, building security and ancillary support security functions. As an employee of the Courts, the Lead Court Security Officer will also perform security and bailiff duties for all judges and attorney referees, as directed, at any County court facility as well as the Law Center.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Cooperates with judicial staff to assess security needs of Court functions and Oversees assignment and scheduling of work, directs personnel in task accomplishment, monitors procedures and work output and assures timeliness and attendance for work, training, or other duties.
2. Coordinates with outside departments and agencies to ensure Court security operations are functioning and to schedule necessary training and certification for Court Security Officers.
3. Coordinates and provides training and development for Court Security Officers, conducts and assists with performance evaluations of Court Security Officers, informs and advises Court Administration and Chief Judge relative to discipline and corrective action when necessary.
4. Collaborates with Chief Judge and Court Administration to develop, review, and implement security policies and procedures. Sits on the Courthouse Security Committee with Court Administration, County Departments, and community stakeholders.

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5. Works with Court Administration to ensure Court Security Officers are properly outfitted and that Court Security supplies and equipment are in working order, stocked, secured, and inventoried.

4-6. Prepares reports, maintains logs, and ensures the lawful storage and registration of firearms, ammunition, Tasers, and any other regulated equipment.

2-7. Responsible for the opening and closing of the secured courtroom facilities to the public.

3-8. Performs security patrols and contraband searches of the courtrooms and additional interior areas within the courthouse/assigned building.

4-9. Provides protection for judicial officials/jurors/witnesses/public during proceedings. Prepares the courtroom and oversees the jury before, during and after deliberation.

5-10. Performs security (foot or vehicular patrols) and contraband searches of exterior areas of the courthouse.

6-11. Controls and maintains order in the courtroom and/or building.

9-13. Assumes custody of individuals remanded into custody by the Judge.

10-14. Monitors public and private entrances and corridors.

11-15. Assists law enforcement officers in guarding prisoners in the courtrooms and adjacent holding areas and moving prisoners in and out of court as needed.

12-16. Maintains order and decorum in an assigned courtroom. Remains positioned in a location that enables the officer to monitor all persons and activities in the courtroom.

13-17. Enforces court or facility policies and/or rules, or Local Administrative Orders, as approved by the Chief Judge.

14-18. Courteously provides directions and general information to persons within the court facilities.

15-19. Renders first aid to citizens and or employees when possible.

16-20. Assists the court with Preliminary Breath Test, Swab Drug Test, and other various tasks when possible.

17-21. Performs all other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma and a minimum of ten years of experience in a law enforcement and/or complex security setting, with a preference for five years as a first-line to mid-management supervisor.
- MCOLES certified preferred.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- Deputized by the Livingston County Sheriff's Department.
- Concealed Weapons Permit, CPR/AED certification, Taser Certification, Firearms Certification.
- Michigan Vehicle Operator's License.
- Must have no prior or expunged felony convictions.
- Thorough knowledge of the principles and practices of law enforcement and security protocols.
- Knowledge of, and ability to interpret, apply, and explain complex laws, policies, and regulations.
- Ability to use sound independent judgment within established policy and procedural guidelines.
- Ability to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with court personnel, juries, County employees, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations and work effectively under stress and in emergency situations.
- Basic ~~skill~~ skills in the use of office equipment and technology, including some knowledge of Microsoft Suite applications, with the ability to learn any necessary features of the court's software programs and applicable state software databases.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents, inspect materials, and explain procedures. The employee must be mobile with the ability to stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 75 lbs. without assistance and be physically able to restrain unruly individuals.

While performing the duties of this job, the employee regularly works in a courtroom or security setting, possibly in dangerous law enforcement situations. The noise level in the work environment can range from quiet to loud, depending on the assignment.