



## **Court Officer Full-Time**

*Starting Pay: Commensurate with experience*

Applicants must be available to work 40 hours weekly

*Closing Date: Open Until Filled*

### **GENERAL SUMMARY**

Under the direction of the Court Administrator or designee, performs a wide variety of duties in maintaining an orderly and safe environment at the court. Examples of typical responsibilities include, but are not limited to transporting prisoners, attending court proceedings, serving as court bailiff, clerical functions, and providing general security for the court users and staff.

### **ESSENTIAL FUNCTIONS**

1. Represents the court in a professional capacity; assumes strict confidentiality in all matters. Requires frequent and effective interaction with court users on the telephone, in person, or virtually.
2. Maintains guard over detained individuals while lodged in the court detention cells and may escort them to and from detention to the courtrooms and/or interview rooms.
3. Attends all court proceedings as needed.
4. Provides security and escorts jurors to and from the jury room and courtroom.
5. Provides general security for court users and staff. Assumes a post or patrols the grounds and courthouse. Maintains order, which may include removing or calming disruptive individuals; bars entry into secured areas or courtrooms by those not properly dressed, unauthorized, or who are unruly. Physically restrains unruly individuals when necessary while exercising the least force necessary and in accordance with established policies and procedures.
6. Provides assistance in emergency situations by performing first aid and assists individuals during accidents, or illness.
7. Operates office machinery such as computers, video capture, copiers, etc. Operates security equipment, including magnetometers and handheld screening devices.

- Uses established procedures to ensure the detection of prohibited items, including weapons, or any other devices or equipment that are prohibited or have the potential to be dangerous, and prevents the same from being brought into the court building.
8. Locates and retrieves files needed for the court and maintains security of the files. Ensures there are adequate supplies and proper forms on the bench.
  9. Must exercise sound discretion in determining threat levels and delivering the appropriate response.
  10. Assists other **staff** and performs various special assignments/projects when requested.
  11. Attends all court officer training programs required by the court and must successfully pass all training requirements. Must maintain any qualifications and/or certification that are required by the court.
  12. Adheres to all general and security specific court policies and procedures.
  13. Must possess and maintain a valid Concealed Pistol License issued in the state of Michigan.

## **EMPLOYMENT QUALIFICATIONS**

### **Education and Experience:**

1. High school graduation or equivalent.
2. At least two years of experience in security or the law enforcement field.
3. Other experience demonstrating the exercise of good judgment, maturity, and the ability to thrive in a stressful environment.
4. MiCOLES certification is highly preferred.
5. Must demonstrate proficiency in the use of a handgun. Must pass a yearly handgun proficiency test.

### **Skills and Knowledge:**

6. Ability to exercise tact, courtesy, sensitivity and discretion in dealing with court users as well as co-workers. Must be able to establish rapport, and communicate effectively with persons of diverse backgrounds.
7. Ability to make decisions and to act quickly in disruptive and emergency situations.
8. Ability to effectively interact with people who are under physical and/or emotional stress.

9. Ability to establish and maintain professional working relationships with others.
10. Ability to exercise discretion in handling confidential information.
11. Ability to handle multiple tasks in a high stress environment.

### **Physical Requirements:**

1. Ability to perform the essential functions contained in this description.
2. Ability to lift 251bs.
3. Regularly required to use arms and hands to feel and operate objects; frequently required to sit, stand, walk, see, hear and talk normally with or without mechanical assistance; frequently required to sit or stand for extended periods of time; bending and reaching.

### **OTHER**

1. *Must be a United States citizen or otherwise legally permitted to work in the United States.*
2. *Reasonable accommodations will be made for individuals with disabilities in order to perform the essential functions.*
3. *The statements contained in this job description reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Duties and responsibilities may be added, deleted, or modified at any time. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.*
4. *Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination and a psychological examination by a physician/examiner designated by the employer at no cost to the individual. Satisfactory clearance to perform the essential job functions will be required for employment. Additionally, each individual must agree to and successfully pass a background investigation that may include a verification of any and all information provided, a criminal history check, as well as reference checks.*

### ***Union Position***

## **SUPPLEMENTAL INFORMATION:**

### **Selection Process:**

Candidates possessing the most appropriate job-related qualifications will be placed on an eligibility list which may be kept active up to six months. Candidates possessing JIS experience will be given first preference.

### **Background Investigation:**

Convictions, depending upon type, number and date, may be disqualifying. Court employees shall be subject to a background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

Interested parties should go to the 50<sup>th</sup> District Court's website at <https://www.oakgov.com/courts/district-courts/50/about/Pages/employment-opportunities.aspx>, download a copy of the application for employment then submit the completed application, resume and cover letter via mail or fax to:

Monica R. Nelson  
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50<sup>th</sup> District Court  
70 N. Saginaw Street  
Pontiac, MI 48342  
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