# Court Security Officer

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 01/18**

**Job Summary:** Responsible for prompt and proper action in all matters pertaining to court security and related duties; perform other duties as assigned.

**Essential Functions:**

1. Responsible for prompt and proper action in all matters pertaining to court security and related duties;
2. Searches courtrooms prior to court commencing, during court recesses and at the conclusion of the court docket;
3. Operates metal detector/security devices;
4. Observes spectators, witnesses, victims, and defendants to prevent or quell any disturbances that may occur;
5. Takes charge of defendants ordered to pay court costs or takes into custody persons directed by the court to be incarcerated;
6. Maintains control of any prisoners in their custody;
7. Transports prisoners to and from the court;
8. Carries out orders and directive of the Judge;
9. Completes court paperwork and serves processes when necessary;
10. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Knowledge of the Office of the Sheriff policies and procedures;
3. Ability to use and maintain firearms and related police issued equipment;
4. Ability to effectively communicate with other staff and especially members of the public;
5. Ability to make decisions in accordance with established federal, state and local laws;
6. Ability to apply departmental policies to daily work problems;
7. Ability to understand and follow complex oral and written instructions;
8. Ability to work independently on tasks and maintain records;
9. Ability to plan, organize, and execute complicated and continuing assignments accurately, with minimum instruction or review;
10. Effective business English, grammar, legal terminology, and math skills.

**Education and Experience:**

1. High School Diploma or GED.
2. Three years or more of related experience.

**Additional Requirements:**

1. Must be 21 years of age, possess a valid Maryland driver’s license and be a U.S. citizen;
2. Must pass physical agility test, polygraph, physical and psychological examination, drug screen and successfully pass extensive background investigation with favorable results;
3. Weight must be in proportion to height, body frame and age;
4. Vision must be correctable to 20/20;
5. Must possess a valid Law Enforcement Certification from the Maryland Police Training Commission or have held certification as a law enforcement officer within the last three years at time of appointment.

**Supervision:**

Supervisor: Sergeant

Supervises: N/A

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of 30 to 60 pounds.

The work environment involves high risks with exposure to potentially dangerous situations or

unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date