



## COURT SECURITY OFFICER

Department: **Magistrate Court** Class Code: **18**  
Reports to: **Court Administrator** FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under general direction performs work of routine difficulty in maintaining the safety and security of the court.

### PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Screens court visitors; patrols buildings, facilities and grounds; provides a visible, armed security presence; operates metal detectors, hand-wands and x-ray screening machines to detect concealed weapons and hazardous objects; inspects identification badges to control employee bypass entrances and prevents unauthorized access to restricted areas; interacts with difficult and/or belligerent persons to diffuse situations peacefully; carries and safely controls court-approved and issued firearms and/or other defensive weapons. (70%)
- Monitors closed circuit TV and various fire and security alarm systems; provides security escort services as requested; responds to emergencies and implements emergency procedures when appropriate and as directed; responds to medical emergencies to summon assistance and monitor situation. (20%)
- Identifies potential security/safety concerns; prepares and submits reports on security incidents. (5%)
- Performs other job-related duties as assigned. (5%)

### MINIMUM QUALIFICATIONS:

#### Education and Experience:

High school diploma or equivalent and one year of experience as a security guard, police officer, military police officer or an equivalent combination of education, training and experience. Extensive background check required. Bi-lingual speaking capacity preferred, but not required.

#### Required Licenses or Certifications:

- Must complete the Court Security Officer Academy within 6 months of hire. Must comply with the Arizona Code of Conduct for Judicial Employees and Arizona Committee on Judicial Education and Training (COJET) yearly accreditation is required.

#### Required Knowledge of:

- Court systems, procedures and protocols.
- Detention and arrest procedures.
- Applicable provisions of the Arizona Revised Statutes.
- Principles and practices of risk management and emergency planning.
- Basic first aid and CPR procedures and methods.
- Use of an AED.

#### Required Ability to:

- Develop and maintain effective working relationships with Town staff, attorneys, defendants, witnesses, victims and families, vendors, contractors and the general public.
- Work under pressure in a highly dynamic work environment with changing demands and priorities.
- Assess and diffuse potentially volatile situations while maintaining a peaceful and cooperative environment.

## JOB DESCRIPTION

## Bailiff

- Perform close quarter use of a firearm or taser.
- Administer laws and regulations; make decisions; maintain composure; and work effectively under stressful conditions.
- Provide courteous service to the public.
- Communicate effectively, both orally and in writing.

### Physical Demands / Work Environment:

- Typically performs duties within the courthouse environment.
- Must have the ability to stand, walk, and sit for extended periods of time.
- Performs work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and/or carry people, supplies, equipment and/or other heavy, bulky items.
- May be exposed to potential physical harm, infectious diseases and/or physical violence; may be required to physically restrain persons, and effectively deal with stressful and potentially life-threatening emergency situations.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		4/2018				
		10/2021				

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_