



CITY OF PACIFIC JOB DESCRIPTION

JOB TITLE: Court Security Officer- Part Time/Non Regular

REPORTS TO: Lt. Massey, City of Pacific Police Department

PAY RANGE: \$ 20.56 (hourly)

OPEN UNTIL FILLED

Summary

The City of Pacific is currently recruiting for the position of Court Security Officer.

Under the direction of the Municipal Court Administrator and the Municipal Court Judge, this position will perform security duties in support of the Municipal Court. The Officer will also be responsible for the safe transport of prisoners from contract jails to the court. This is a part time unarmed position where flexible hours are required. Law Enforcement retirees are welcome to apply.

Work Hours Vary. All applicants must pass a background check.

Essential Functions

- Screens all individuals entering the municipal court to prevent introduction of dangerous weapons or contraband into the courtroom.
- Notifies court staff of potentially dangerous defendants.
- Responds appropriately to unruly and/or out of control individuals in the court facility.
- Collects and maintains inventory of items taken during the course of daily activities.
- Detains persons with warrants or in-court commitments by the court, arranges and transfers custody of arrested individuals to police or corrections officers as appropriate.
- Assists and directs the public.
- Assists court staff as requested by court administration.
- Exercises appropriate discretion and uses good judgment in the performance of duties.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of basic courtroom practices, criminal justice system and associated terminology.
- Ability to handle emergency and conflict situations in a calm and effective manner.
- Ability to understand and work within the scope of authority.
- Good driving record.
- Ability to learn the skills necessary to appropriately move prisoners safely from one location to another.
- Ability to communicate effectively.
- Ability to interact with others using tact, patience and courtesy.
- Ability to consistently use good judgement and discretion.

Minimum Qualifications

- High school diploma or equivalent
- Valid Washington State drivers license
- Demonstrated ability to interact professionally with others

Drug and Alcohol Policy

The City of Pacific maintains a substance free work environment. This policy applies to all current and prospective employees.

Equal Opportunity Employer

The City of Pacific is an Equal Opportunity Employer and requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.