

Carroll County Sheriff's Office

Courthouse Security Officer I

Salary: \$28,372(W03)- Effective 06/28/07

JOB DESCRIPTION:

This civilian position provides security to the Circuit Court (and District Court when required) and is responsible for the movement, supervision, security and control of prisoners in custody of the Carroll County Sheriff's Office (CCSO). (This is not a Police Sworn Deputy Sheriff position.) Supervision is received from the Courthouse Security Supervisor.

EXAMPLES OF WORK:

- Work Court security posts as assigned
- Conduct prisoner searches, courtroom searches, cell checks and prisoner counts
- Provide courtroom security and order
- Conduct interview procedures and processing of prisoners
- Coordinate transportation, delivery and transfer of prisoner custody
- Supervise and control prisoners in custody and conduct prisoner movement between courtrooms, holding facilities, various Carroll County Courthouse locations and transportation services
- operate Carroll County Sheriff's Office vehicles, if necessary, transport prisoners
- Provide instruction to juries, professionals and other persons in the courtroom
- Provide information and assistance to persons in the courtroom and in the courthouse
- Provide security and services to Judges and Court personnel
- Supervise court security personnel when assigned as a Court Supervisor
- Ensure appropriate staffing of security posts and assist with main entrance security
- Maintain records of daily activities; communicate activities to Control Supervisor
- As needed, participate in special operations and staffing needs of other divisions
- As assigned, conduct service of Civil Process and process Warrants
- Respond to emergency situations as they arise
- Report unusual occurrences and incidents
- Perform other related duties as required

QUALIFICATIONS AND REQUIREMENTS:

- United States citizenship
- Minimum age 21 years
- Possession of a General Education Development (GED) certificate of high school diploma recognized by the State Board of Education
- Possession of a valid driver's license from state of residence
- Ability to effectively access and utilize computerized records systems
- Ability to work independently, to respond appropriately to situations as they occur, and to complete assigned duties with minimal supervision
- Ability to effectively maintain security, control and discipline over individuals, groups and courtroom activities
- Ability to successfully complete and maintain training requirements of the CCSO to include annual firearms qualification
- Strong and effective spoken and written (English) communication skills
- Ability to develop and maintain effective working relationships with co-workers and the general public
- Ability to maintain professional appearance and demeanor in accordance with CCSO standards
- Ability to maintain physical fitness standards of the CCSO

SPECIAL REQUIREMENTS:

- Available for varied working hours and days, as assigned, and available on-call as needed
- Successful completion of a thorough background investigation, polygraph and psychological examinations, and drug screen

NOTES:

- This position is subject to random drug testing
- When considered under the Carroll County Employees Retirement Plan, this position is designated as "Civilian".
- Secondary employment will not be approved for CCSO personnel who have not successfully completed their field-training period
- Candidates who were not previously selected for CCSO placement may reapply for consideration, however those declined for reasons that assure another rejection will not be reconsidered.

CAREER LADDER REQUIREMENTS:

- Eligible for promotion to Courthouse Officer II following 18 months of satisfactory performance as Courthouse Officer I and completion of appropriate training

MEDICAL GROUP:

Police physical with 7-panel drug screen

****THE SHERIFF OF CARROLL COUNTY WILL MAKE THE FINAL SELECTION****

The Carroll County Sheriff's Office is an Equal Opportunity Employer