

Champaign County Job Description

Job Title: Court Security Officer

Department: Sheriff

Reports To: Captain-Corrections and Sheriff

FLSA Status: Non-exempt

Employment Status: Bargaining Unit - FOP Court Security

Prepared Date: January, 2018

SUMMARY Ensures order and security within the Courtroom in order to provide for the efficient and secure operation of a high volume Courtroom.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for physically enforcing Courtroom security at the direction of the responsible Judge.

Responsible for locking and unlocking Courtroom secured doors.

Enforces courtroom dress code.

May obtain and return court files during jury term.

Notifies Judge when court is ready to begin and calls cases.

Responsible for the security of a jury and attends to the needs of jurors during jury trials and deliberations; provides security to jury in deliberation and provides for protection from outside influence.

Relays messages from jurors to court and/or families.

Advises court personnel and attorneys when verdicts are reached.

Escorts defendants to and from the courtroom.

Collects evidence from juries and operates tape recorder.

Contacts a variety of court personnel, government workers and lawyers.

May be responsible to complete various forms, answer telephone and take messages.

May be responsible to handcuff, search, and take prisoners to jail and/or when appropriate, to the Clerk's Office for bond release.

May have to physically control resisting or fleeing subjects.

Provide security functions for courthouse entry.

May occasionally take custody of sentenced or arrested person in the courtroom and transport them to the Correctional Center.

Performs duties as Correctional Officer as assigned.

SUPERVISORY RESPONSIBILITIES This job does not exercise supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); or equivalent combination of education and experience with training in law enforcement. Requires a thorough knowledge of courtroom procedures. Requires skill in the use of firearms and to handle stressful situations. Must have working knowledge of law enforcement and correctional rules and regulations.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to court personnel and other employees of the organization. Requires good oral communications and skill in the application of good public relations.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several variables in unusual situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; and talk; or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move more than 100 pounds, such as restraining individuals. Specific vision abilities required by this job include close vision and distance vision. Employee may occasionally have to physically restrain arrestees and engage in a physical confrontation to take actively resisting persons into custody.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside

weather conditions. Potential problems may exist rarely in and around courtrooms with individuals who react to stressful situations. The noise level in the work environment is usually quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.