

SHERIFF'S SECURITY OFFICER

DEFINITION

Under general supervision, to maintain order, decorum and safety in the courthouse and provide clerical support. The incumbent shall perform all functions reasonably necessary to assure the courthouse remains safe and the atmosphere is conducive to justice for all persons and spectators. The incumbent shall serve at court screening stations to ensure that prohibited items and weapons are not brought into the courthouse and in the court security control room operating electronically controlled doors and the camera system.

DISTINGUISHING CHARACTERISTICS

This is not a sworn position, but the incumbent will be a public officer as defined in California Penal Code section 831.4(a)(1). Incumbents are expected to be familiar with courtroom procedures, courthouse security protocols, and have experience in maintaining order and safety in a courtroom setting. Incumbents shall wear a firearm in the courthouse.

REPORTS TO

Amador County Sheriff or authorized designee.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Advises all persons present to cease conversation when the judge takes the bench; announces the beginning or continuation of court sessions; clears courtroom of third parties when confidential hearings (such as juvenile matters) occur; admonishes persons in the courtroom to refrain from disruptive conduct; advises the judge should any such admonition be disregarded; summons jurors and takes responsibility for them while they are deliberating or absent from the courtroom; summons witnesses; provides clerical support to the courtroom clerk; performs all functions reasonably necessary to assure that safety, order and decorum are maintained in the courtroom; operates security screening equipment such as metal detectors and x-ray devices; observes court security cameras; operates court security doors remotely or physically; completes security logs and reports; respond to disturbances or emergencies, completes situational assessments, and request appropriate resources. The incumbent shall not leave the courtroom while court is in session, or another assigned post, unless another Security Officer or Deputy Sheriff is present to provide equivalent service in the incumbent's absence.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX. The ability to safely and accurately handle a firearm and other less-lethal devices.

TYPICAL WORKING CONDITIONS

Work performed in an office and courtroom environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of laws, rules, regulations, and legislation affecting the Court to which assigned.
- General knowledge of operations, rules, policies and procedures of the Court to which assigned.
- Public and community relations.
- Legal procedures and documents used in court cases.
- Legal terminology.
- Courtroom security procedures.

Ability to:

- Attend court sessions and perform a variety of support functions.
- Interpret, explain, and apply a variety of policies, rules, procedures and regulations.
- Read and understand instructions related to Court proceedings.
- Understand and follow court calendar procedures.
- Maintain order in the courtroom.
- Interact with and control disruptive individuals in the courtroom.
- Effectively represent the Sheriff and the assigned Court in answering questions, providing assistance, and dealing with concerns from the public, community organizations, other County staff and other agencies.
- Establish and maintain cooperative working relationships.

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Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least two (2) years of responsible experience performing a variety of court security, peace officer, and/or court support work in a position requiring extensive public contact.

Special Requirements: Successful completion of the course of training specified in Section 832 of the Penal Code.