

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Sheriff	<b>Unit:</b>	
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Courthouse Security Officer	<b>Class Number:</b>	
<b>Dept./Div.:</b>	Sheriff	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b>	Courthouse Security Supervisor	<b>Employment Status:</b>	Part-time
<b>Pay:</b>	Resolution	<b>FLSA Status:</b>	Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Must be a high school graduate with Law Enforcement or Criminal Justice experience, or experience in Social Work and / or Criminal Justice field or an equivalent combination of education, training, or experience. Must have the physical ability to perform tasks of the job in securing, transporting offenders, or probation violators and be physically able to provide security for the courthouse. Must have exceptional communication skills to work with people who are under great stress and be able to diffuse potentially hostile situations. Must have writing skills, computer competency, and typing skills. Willingness to participate in continuing education/ongoing security training. Must be able to pass background check and drug screen. Must be capable of working with little or no supervision. Must be twenty-one (21) years of age or older. Must be available to work split shifts when needed.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess valid Ohio vehicle operator's license with acceptable driving record and must be a State of Ohio certified law enforcement officer. Must maintain OPOTA training certification.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive. Motor Vehicle, computer, printer, copy machine, facsimile machine, calculator.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to bodily waste, tissue or fluids and outside weather conditions.

Periodic - Contact with potentially violent or emotionally distraught persons who react to stressful situations

The employee is exposed to, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

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<b>Class Title:</b>	Courthouse Security Officer	<b>Class Number:</b>	
<b>Supervisor's Title:</b>	Courthouse Security Supervisor	<b>Number:</b>	

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**Supervises:** N/A

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### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

**JOB DUTIES:** In order of importance

#### **ESSENTIAL FUNCTIONS OF THE POSITION:** (\* indicates developed after employment)

- 70% (1) Under direction of the Courthouse Security Supervisor and Sandusky County Sheriff, must maintain security at all times during courthouse hours to assure that courthouse personnel, and any persons visiting the courthouse are safe. Must have the ability to recognize any unusual or threatening conditions and take appropriate action. May be responsible to complete various forms, answer telephone and take messages. May be responsible to handcuff and take prisoners to jail and/or when appropriate, to the Clerk's Office for bond release.
- (1) **Knowledge of:** (a); (b); (c); (d); (e).  
**Skill in:** (f); (g).  
**Ability to:** (h); (i); (j);(k); (l); (n); (o); (p); (q); (r).
- 20% (2) Shall be responsible for checking the perimeter areas of the courthouse (the perimeter includes the area immediately outside the Courthouse Complex and doorways, windows, and other points of ingress and egress to the courthouse) once each morning prior to when the courthouse opens, when the courthouse closes at the end of the business day and periodically, but no less than once, during the day. Must be alert for any signs of tampering with security devices, packages, or items left in or near these areas, and anything that is in conflict with the environment of that area. May occasionally take custody of sentenced or arrested person in the courtroom.
- (2) **Knowledge of:** (a); (b);(c); (d); (e).  
**Skill in:** (f); (g).  
**Ability to:** (h); (i); (j);(k); (l); (n); (o); (p); (q); (r).
- 10% (3) Must review and comply with Courthouse Security Policy. Must maintain OPOTA certification by attending firearms qualification and legal updates required by OPOTA.
- (3) **Knowledge of:** (a); (b);(c); (d).  
**Skill in:** (f); (g).  
**Ability to:** (j); (l); (m); (n);(q); (r).

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### OTHER DUTIES AND RESPONSIBILITIES:

Other duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** (a) office practices and procedures;\* (b) department policies and procedures;\* (c) courthouse security policy; (d) legal terminology; (e) courtroom procedures and practices;

**Skill in:** (f) computer operation; (g) motor vehicle operation.

**Ability to:** (h) deal with many variables and determine specific action; (i) exercise independent judgment and discretion; (j) communicate effectively; (k) resolve complaints; (l) maintain records according to established procedures; (m) gather, collate, and classify information; (n) read and comprehend simple instructions; (o) frequently stand and walk for long periods of time; (p) occasionally lift and/or move more than 100 pounds, such as restraining individuals; (q) maintain required certifications and qualifications (r) regularly and predictably work scheduled shifts.