Pima County Consolidated Justice Court

Job Description

Job Title:	**Justice Court Security Officer II**
Class Code:	5693
Class Title:	Judicial Security Officer
FLSA:	Non-Exempt
Court Status:	Court Classified
Salary Range:	$10.8024 - $16.2038 hourly

Minimum Qualifications:

A High School Diploma or equivalent **and** two years of experience in law enforcement or as a correctional officer or other comparable security profession. **OR:** Any combination of education and/or experience as approved by Human Resources.

Licenses and Certificates:

Current first-aid and cardio-pulmonary resuscitation (CPR) certification, American Red Cross or equivalent must be acquired within 6 months of employment. Certification to wear and maintain personal protective equipment and department issued firearms and defensive weapons as required. May be required to maintain firearms qualification in accordance with Pima County Consolidated Justice Court policies and procedures.

Summary:

Controls entry to the court, ensuring all visitors and personnel proceed through the screening process. Patrols common areas and courtrooms maintaining a highly visible presence.

Essential Duties:

- Champion the values of the court through example and accountabilities;
- Operate metal detector, x-ray machine, magnetometer and hand held metal detector as needed;
- Respond to requests for security services and takes appropriate action;
- Monitor courtrooms, staff areas and lobbies for unauthorized persons and packages;
- Detain members of the public at the direction of the judge;
- Conduct visible patrols throughout the Court to include courtrooms and common areas;
- Confiscate, hold and inventory all seized weapons, hazardous objects and contraband;
- Escort the public from the court for safety reasons when requested;
- Document and report all security incidents and prepare and submit reports;
- Respond to medical emergencies and renders first aid and CPR as a first responder;
- Lock and unlock doors and secures courtrooms when necessary;
- Carry and safely employs department issued fire arms and other defensive weapons when directed;
- Implement emergency procedures when appropriate or as directed;
- Assist law enforcement officers as needed;
- Assist in the evacuation of the building when directed.

Additional Duties:

- May resolve minor day-to-day maintenance issues as directed by the Security and Facilities Mgr;
- Serve as back-up to Judicial Security Officers I and III and information desk as needed;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Principles, methods and techniques of providing Court facility safety, security, and emergency services;
- Rules and regulations governing the access and use of county buildings;
- Principles and practices of law enforcement and provision of emergency services;
- Local law enforcement jurisdictions;
- Effective customer service techniques.

Skill in:

- Communicating effectively, both orally and in writing;
- Analyzing situations and information using sound judgment to make decisions and determine appropriate course of action;
- Reacting quickly and calmly in emergencies;
- Diffusing potentially volatile situations;
- Documenting incidents and preparing written incident reports.

Special Notice Items:

All positions require satisfactory completion of a background investigation by law enforcement agencies, due to need for access to law enforcement, corrections, detention and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials.

Physical/Sensory Items:

Required to stand and walk for long periods of time. May occasionally run short distances and lift material or equipment weighing seventy-five pounds or less.