



Pima County Consolidated Justice Court

Job Description

Job Title:	Justice Court Security Officer III
Class Code:	9000
Class Title:	Justice Court Security Officer
FLSA:	Non-Exempt
Court Status:	Court Classified
Salary Range:	\$11.3495 – 17.0240 hourly
Minimum Qualifications:	
<p>A High School Diploma or equivalent and three 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.</p>	
Licenses and Certificates:	
<p>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 is required. Must maintain firearms qualification in accordance with Pima County Consolidated Justice Court policies and procedures.</p>	
Summary:	
<p>Maintain the safety of personnel and visitors by patrolling and monitoring all areas of the Court.</p>	
Essential Duties:	
<ul style="list-style-type: none"> • Champion the values of the court through example and accountabilities; • Patrol all areas of the Court to include courtrooms and all common areas; • Carry and safely employ department issued firearms and other defensive weapons; • Monitor courtrooms, staff areas and lobbies for unauthorized persons and packages; • Maintain public order in the courtrooms, hallways and waiting areas; • May direct the Judicial Security Officer I and Judicial Security Officer II personnel as directed by or in the absence of the Security and Facilities Manager; • Assist the public in locating appropriate courtroom and provide information to the public regarding court access; • Detain and escort plaintiffs and defendants as deemed necessary by the judges; • 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 lobby and courtroom doors; • Escort personnel making bank deposits; • Implement emergency procedures when appropriate or as directed; • Assist law enforcement as needed; • Assist in the evacuation of the building when directed. 	

Additional Duties:

- Serve as back up to Judicial Security Officers I and II and information desk as needed;
- Resolve minor day-to-day maintenance needs as directed;
- Operate metal detector, x-ray machine and magnetometer as needed;
- Complete duties, special assignments and projects as assigned.

Knowledge of:

- Principles, methods and techniques of provide 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;
- Safe and lawful handling and use of department issued firearms and defensive weapons;
- 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;
- Managing situations firmly, professionally, tactfully and impartially;
- Safe and lawful handling and use of department issued firearms and defensive weapons;
- 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 walk and stand for extended periods of time. Must be able to react to physical confrontations and emergency situations quickly and effectively; seeing and recalling visual details. May occasionally run short distances. May lift material or equipment weighing seventy-five pounds or less.