



## Pima County Consolidated Justice Court

### Job Description

<b>Job Title:</b>	<b>Court Security Officer, Armed</b>
<b>Class Code:</b>	5763
<b>Class Title:</b>	Court Security Officer, Unarmed
<b>FLSA:</b>	Non-Exempt
<b>Court Status:</b>	Court Classified
<b>Minimum Qualifications:</b>	
A high school diploma or equivalent G.E.D. certification and three years of experience in law enforcement or as a correctional officer or other comparable security experience where training, qualifying with, and carrying a firearm was required. Candidates must successfully complete a psychological evaluation, medical exam, and background investigation.	
<b>Licenses and Certificates:</b>	
Must have a valid Arizona driver's license at the time of appointment. Must be able to acquire first-aid and cardio-pulmonary resuscitation (CPR) certification within the first six months of employment. Shall successfully complete all training required by the Administrative Office of the Courts and the local court.	
<b>Summary:</b>	
Perform duties that relate to the security and safety of judges, court staff, and visitors. Enforces Court Security procedures under the direction of the Manager, Security, and may perform security duties in potentially high-risk situations in guarding the safety of court personnel and the public. Post locations include Superior Court, Juvenile Court, Justice Court, Conciliation Court, and the Adult Probation/Pretrial Services Office at the Admin West Building. This is a classified position that reports to the Security Supervisor. This position performs duties under general supervision and has no supervisory responsibilities.	
<b>Essential Duties Essential duties and responsibilities may include, but are not limited to, the following:</b>	
<ul style="list-style-type: none"> <li>• Provides an armed security presence on the public entrance floor of the building as overwatch to the entry security screening teams.</li> <li>• Patrols the court facilities (including exterior perimeters), courtrooms, and public areas daily, monitors courtrooms, staff areas and lobbies for unauthorized persons and packages, and responds to requests for security services and takes appropriate action.</li> <li>• Addresses situations that may be or escalate to a disturbance or hazard in the court facility.</li> <li>• Responds to medical emergencies, rendering first aid, CPR, and administering Narcan as a first responder.</li> <li>• Carries and safely employs court-approved, issued firearms and/or other defensive weapons as situations dictate.</li> <li>• May serve, as directed, as a security escort or security presence in a variety of court situations.</li> <li>• Prepares and submits reports on security incidents.</li> <li>• Participates on the court emergency response team, following established disaster/emergency response procedures.</li> </ul>	

- Implements emergency procedures as directed and when appropriate.
- Maintain a visible presence to deter disturbances and assist the public.
- Operate screening equipment (x-ray, walk through metal detector, and hand wand) as required.
- Conduct physical searches of items presented for screening per procedures.

#### **Additional Duties:**

- Assist the manager, security to ensure the safety and security of court facilities.
- Performs related duties, projects, and special assignments as assigned.

#### **Knowledge, Skills, and Abilities:**

- Must have knowledge of the principles and practices of law enforcement, methods, and techniques for providing safety, security, and emergency services.
- Must have knowledge of safe and lawful handling and use of firearms and defensive weapons.
- Must have knowledge of defensive tactics and application of non-lethal weapons for controlling volatile situations.
- Must have proficient skills to make sound observations, recall facts, and maintain a security awareness of court facilities.
- Must have effective customer services skills.
- Must have the ability to evaluate and respond to security problems in a swift, effective manner, and with appropriate actions.
- Must have the ability to communicate effectively both orally and in writing with judges, court personnel, court security, and the diverse individuals and groups who visit court facilities.
- Must successfully complete all training and certifications required by the current Arizona Code of Judicial Administration and specific court requirements.

#### **Special Notice Items:**

All positions require the satisfactory completion of a background investigation, psychological evaluation, drug testing, and physical evaluation.

This job description may not be inclusive of all assigned duties and responsibilities. Essential functions, as defined under the Americans with Disabilities Act, may include any of the representative duties, knowledge, and skills listed above. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed above; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. The court reserves the right to amend the duties and responsibilities at any time.

#### **Physical/Sensory Items:**

Typically performs duties within the courthouse environment. Must have the ability to stand, walk, and sit for extended periods of time. Performs work that requires requisite physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift/carry up to 75 pounds and bend, reach, kneel, crouch, crawl, and stoop when necessary.