



Pima County Consolidated Justice Court

Job Description

Job Title:	Court Security Officer, Unarmed
Class Code:	5813
Class Title:	Court Security Officer, Unarmed
FLSA:	Non-Exempt
Court Status:	Court Classified
Minimum Qualifications:	
A high school diploma or equivalent G.E.D. certification required. Prior experience in law enforcement or security preferred. Candidates must successfully complete a psychological evaluation, medical exam, and background investigation.	
Licenses and Certificates:	
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.	
Summary:	
Perform duties that relate to the security and safety of judges, court staff, and visitors. Enforces Court Security procedures under the direction of the Security Manager and/or Security Supervisor, 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 Supervisor or Manager, Security. This position performs duties under general supervision and has no supervisory responsibilities.	
Essential Duties Essential duties and responsibilities may include, but are not limited to, the following:	
<ul style="list-style-type: none"> • Monitor/operate CCTV, access control, intrusion, fire alarm, and duress alarm systems, and dispatch assistance as required. • Operate screening equipment (x-ray, walk through metal detector, and hand wand) to detect weapons and contraband as required. • Conduct physical searches of items presented for screening per procedures. Identify contraband and take appropriate action. • Answer and evaluate incoming calls from court personnel determining the appropriate course of action to take while working under stressful conditions and strict time constraints. 	

- Patrol the court facilities (including exterior perimeters), courtrooms, and public areas daily, monitor courtrooms, staff areas and lobbies for unauthorized persons and packages, and respond to requests for security services and take appropriate action.
- Maintain a visible presence to deter disturbances and assist the public.
- Address situations that may be or escalate to a disturbance or hazard in the court facility.
- Respond to medical emergencies, render first aid, CPR, and administer Narcan as a first responder.
- May serve, as directed, as a security escort or security presence in a variety of court situations.
- Prepare and submit reports, logs, and other documentation on security matters.
- Participate on the court emergency response team, follow established disaster/emergency response procedures.
- Implement emergency procedures when appropriate or as directed.
- Complete other court specific duties as assigned.

Additional Duties:

- Assist the Supervisor or 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 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.

A valid AZ driver license is required at the time of appointment if duties will require court travel reimbursement. The successful applicant will be subject to a 39-month Motor Vehicle Record review to determine the applicant's suitability to operate a motor vehicle in accordance with Pima County administrative procedures. Out-of-state applicants must supply a 39-month Motor Vehicle record from their home state pursuant to Pima County Administrative Procedure 30-31 Driver Qualifications and Authorization.

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.