



Baker County Administrative Services ~ Personnel
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BAKER COUNTY JOB OPENING

DEPARTMENT: Sheriff's Office

POSITION: Court Security

Full-time, BCLEA-represented position with benefits

Salary Range: 11

Step 1	Step 2	Step 3	Step 4	Step 5
\$4,097/mo.	\$4,302/mo.	\$4,517/mo.	\$4,741/mo.	\$4,979/mo.

Summary

This classification performs armed security services and law enforcement assistance duties to ensure protection of life, property, and civil rights of citizens within the Courthouse and other designated County facilities as assigned.

Examples of Essential Job Duties:

- Perform security checks at a fixed station or patrol area; regulate and monitor access by authorized persons and maintain a secure environment; perform searches of persons and packages for weapons; monitor security cameras.
- Respond to emergency radio dispatched calls, alarms from courtrooms and calls for assistance; monitor and initiate response to alarm systems, including fire, emergency, facilities management and elevator; coordinate building evacuation in case of alarms, bomb threats and other emergencies.
- In absence of a sworn officer, conduct preliminary investigation of incidents and possible crimes; write property inventory receipt forms and incident and information reports; take individuals into custody at the direction of a judge; may restrain or remove disruptive persons from courtroom and other County facilities; provide crowd control; issue form exclusions as needed to maintain security; make court appearances as required.
- Maintain safety and security of the Courthouse including, but not limited to, the Circuit Court Judge, staff, Justice Court and other County departments.

Qualifications: Applicant must be a U.S. citizen, at least 21 years of age with no convictions by any state or federal government of a crime punishable by imprisonment in state or federal prison. Must have a good moral character as determined through background investigation, high school diploma or GED certificate. Driving record must be free of convictions for hazardous moving violations within the previous three years and possess a valid Oregon driver's license at time of appointment.

Preferences: Prefer experience as uniformed police officer and/or Associate's degree in law enforcement OR satisfactory combination of education, experience and training. Within one year of employment, must possess basic certification issued by the Board of Public Safety Standards and Training, LEADS certification, First Aid/CPR certification and certifications related to equipment operated.

A complete job description and application is available upon request or online at: www.bakersheriffor.gov or www.bakercountyor.gov

For additional information, contact Sheriff Ash or Ashley McClay. Applications must be submitted to the Sheriff's Office or Baker County Administrative Services.

POST DATE: March 19, 2025

CLOSING DATE: April 2, 2025, or until filled