



BAKER COUNTY

POSITION DESCRIPTION

COURT SECURITY

DEPARTMENT	SHERIFF
SALARY RANGE	11
BARGAINING UNIT	BCLEA
EXEMPT	NO
REVISION DATE	2023
PRE-EMPLOYMENT BACKGROUND CHECK	JOB HISTORY, CRIMINAL HISTORY, DRIVING HISTORY, PERSONAL REFERENCES, EDUCATION, PSYCHOLOGICAL EVAL & DRUG TEST
INCLUDES:	
Signature & Date:	

INTRODUCTION

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 PRINCIPAL DUTIES

(Duties assigned to this classification include, but are not limited to, the following examples. Any one position may not perform all listed duties.)

1. 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.
2. 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.
3. 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.

4. Maintain safety and security of the Courthouse including, but not limited to, the Circuit Court Judge, staff, Justice Court and other County departments.
5. Routine interaction with Court staff, citizens, arrested individuals, and transport inmates.
6. Attend security meetings in the Courthouse.
7. Escort and guard inmates to court appearances from the Jail; make arrests for crimes/warrants.

KNOWLEDGE, SKILL AND ABILITY REQUIRED OF THIS POSITION

Knowledge of: Considerable knowledge of federal, state, and county rules, regulations, and ordinances that govern law enforcement activities; considerable knowledge of policies, procedures, and practices of modern law enforcement in areas of crime prevention, criminal investigation, identification and apprehension, civil rights, laws of search and seizure, rules of evidence and the care, control, custody and transportation of prisoners; thorough knowledge of general procedure used in court system and of the nature of legal evidence.

Skill in: Meeting and dealing with a wide range of people; defensive tactics and restraint techniques; use of firearms, vehicles, communication equipment and other department equipment; report writing and statistical data compilation; skill in interviewing and listening, first aid and CPR.

Ability to: Communicate effectively in both oral and written forms; analyze law enforcement problems in the area of assignment, to enforce laws, and to think and act quickly, calmly, and effectively in emergency and other conflict situations; remain calm and use good judgment during confrontational or high pressure situations; utilize problem identification and resolution techniques and make decisions independently in accordance with established policy and procedures and use initiative and judgment in completing tasks and responsibilities; courteously meet and deal effectively with other employees, judges, attorneys, other law enforcement agencies, public agencies, community organizations and the public.

QUALIFICATIONS

Minimum:

- 1) U.S. citizen;
- 2) Must be at least 21 years of age;
- 3) No convictions by any state or federal government of a crime punishable by imprisonment in state or federal prison;
- 4) Must have good moral character as determined through background investigation;
- 5) Must have a high school diploma or GED certificate;

- 6) Driving record must be free of convictions for hazardous moving violations within the previous three years; and
- 7) Must 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.

SUPERVISORY CONTROLS OVER THIS POSITION

This classification works under the guidance of the Sheriff. This classification works independently in administering a complex area of responsibility and confers with supervisor for professional advice. Discretion is required in applying general goal and policy statements, in development of recommendations, policies and procedures and in resolving program problems. Work is accomplished within a broad framework, with authority and responsibility in enforcement of laws. Periodic reviews of work performance are conducted in terms of expected results.

GUIDELINES

Work is performed within established sheriff's office policy, procedure and directives; federal, state and county statutes, rules, regulations and ordinances; DPSST reference manuals; equipment reference manuals; accepted procedures within law enforcement profession. Incumbent has to remain current on guidelines and uses considerable judgment in interpreting laws and guidelines and determining which laws to enforce, then follows procedures and laws closely due to nature of work.

PERSONAL CONTACTS AND PURPOSE OF CONTACT

Contacts are with other employees, district attorney, judges, federal, state, and local agencies; other professionals in the field; physicians; clergy; schools; correctional facility inmates; and the public to give and exchange ideas or information; resolve problems, make arrests, issue citations, serve documents, give public talks, provide services, defend, or resolve matters.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is primarily performed in a courtroom environment with physical demands of bending, climbing, hearing alarms and voice conversations, kneeling, lifting up to 150 pounds, pulling, pushing, reaching, running, sitting, standing and walking rough terrain. Work is performed in an environment which involves risks. Employees share common exposure to communicable diseases.

Posture/ Frequency	Never	Rare	Occ.	Freq.	Cont.
Sitting					X
Standing				X	
Walking				X	
Driving			X		

Never	Not done
Rare	Less than 1% of shift; 1-5 x/work shift
Occasional	1-33% of shift; up to 2.5 hours
Frequent	34-66% of shift; up to 5 hours
Continuous	67-100% of shift; up to 8 hours

Lift # of Hours	Never	Rare	Occ.	Freq.	Cont.
< 11lbs	0	<.5	1-2.5	2.6-5	>5
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.		X			
Carry					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.		X			
Push/Pull					
< 11lbs				X	
11 to 20 lbs.			X		
21 to 50 lbs.		X			
51 to 75 lbs.		X			
>75 lbs.		X			

Body Actions	Never	Rare	Occ.	Freq.	Cont.
# of Hours	0	<.5	1-2.5	2.6-5	>5
Bend			X		
Twist			X		
Crouch		X			
Kneel		X			
Crawl		X			
Climb Stairs				X	
Climb Ladder		X			
Reach Forward				X	
Reach Above Shoulder			X		
Use of Arms				X	
Use of Wrists				X	
Use of Hands				X	
Squeezing		X			
Operate Foot Control			X		
Other					
Comments					