

## **COURT SECURITY OFFICER (Grade 13)**

### **NATURE OF WORK**

This is a non-sworn, part-time police department position that works under general supervision of the Police Administrative Captain. This position is responsible to check visitors to the Mentor Municipal Court facility for weapons and contraband prior to entry. This requires directing visitors through a walk-through magnetometer and possibly using a handheld magnetometer as necessary. Additionally, this position is responsible for providing directions to court visitors to specific locations within the Court facility (Probation Department, courtroom, where to pay fines, etc.). This position also requires monitoring of computer screen coverage of court security cameras to watch for any emergencies and report any such emergency to police dispatch by way of police radio or phone, whichever is appropriate. This position is responsible to lock and unlock exterior and interior doors as appropriate at the beginning and end of the day.

### **OTHER JOB FUNCTIONS**

- Perform other related duties as assigned

### **REQUIREMENTS OF WORK**

- Graduation from high school or GED
- Ability to recognize weapons and various forms of contraband
- Able to communicate verbally in English with individuals directly as well as on the telephone and police radio
- Able to work flexible hours – starting as early as 7:00 a.m. and ending as late as 6:00 p.m., generally two to three days per week, Monday through Friday

### **PREFERRED ATTRIBUTES**

- Prior law enforcement experience

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak and hear. The employee is required to stand; walk; use hands to finger, handle, or operate objects; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must be able to lift and/or move more than 50 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.