

COURTHOUSE SECURITY OFFICER

UNION COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION

**Department:** Sheriff

**Job Title:** Courthouse Security Officer

**Salary Grade:** A01 \$15.00 Hourly

**GENERAL STATEMENT OF JOB**

Under general supervision, provides courthouse security by performing general law enforcement duties to ensure strict enforcement of state and local law relating to public safety and welfare and to perform other related work as required.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Enforces all local, federal and state laws relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.

Monitors individuals entering the courthouse; uses metal detectors to detect hidden weapons or contraband.

Conducts security checks of vehicles, buildings exteriors and interiors.

Provides information and assistance to the public, explains policy and procedure as necessary.

Maintains order in the courthouse hallways, courtrooms, and premises.

Provides security during court proceedings when necessary, and assist with escorting jurors, judges and staff.

Escorts and transports prisoners or mental health patients when required.

Prepares and submits any required reports, must provide Captain of Investigations with a monthly activity report.

Maintains assigned equipment.

Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Sheriff's Office and community.

Attends required training.

Maintains schedule for Common Pleas, General Sessions and Family Court.

Refers to policy and procedure manuals, laws, codes, statutes, directories, maps, etc.

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Operates various types of office equipment, machinery and tools and equipment in the performance of duties such as: radio equipment, telephone, tape recorder, copier, computers, scanners. Operates/uses a variety of police equipment, including a police vehicle, restraining devices, protective gear, firearms, Datamaster, radar unit, camera, crime scene investigative tools, etc.

Uses clerical supplies.

Interacts and communicates with the immediate supervisor, other commanding officers, Sheriff, co-workers, subordinates, other County personnel, other law enforcement agencies, emergency response agencies, jail personnel, attorney, court personnel, complainants / victims, witnesses, suspects, informants, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent. Must be able to obtain Class III Advanced or Class I Law Enforcement Officer Certification, through the South Carolina Criminal Justice Academy. Must possess a valid S.C. driver's license. Must possess CPR / First Aid certification.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort in light work, typically involving some combination of climbing and balancing, running, stooping, kneeling, crouching and crawling, and which involves some lifting, carrying, pushing and pulling of objects and materials of moderate weight (up to 20 pounds). While performing police work, must be able to defend one's self from assault and to restrain suspects of varying weights.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange pertinent and vital information to co-workers. Includes the receiving of information and instructions from supervisor and the giving of instructions and direction to subordinates.

**Language Ability:** Requires the ability to read a variety of law books, policy and procedure manuals, warrants, criminal records, etc. Requires the ability to prepare reports, records, forms, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in mathematical, written, oral, diagrammatic or schedule form; to deal with several abstract and concrete variables. Requires the ability to use influence systems in supervision of subordinate officers; to learn and understand relatively complex principles and techniques; to make independent judgements in absence of supervision; to acquire

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knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach officers. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including law enforcement, investigation, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; identify degrees of similarity or difference in shades, forms, etc.; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery, firearms and other special equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, firearms, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of pertinent federal, state and local laws, regulations, codes, ordinances and guidelines; County policies and procedures; methods and organization of a County law enforcement agency as reflected in the needs and requirements of the County; structure, functions and inter-relationships of state and local law enforcement agencies; up-to-date law enforcement procedures and technology; methods and materials used in processing crime scenes; firearms, automotive, radio and other law enforcement equipment; legal rights of accused persons; criminal behavior and methods of operation; principles and practices of the court system; principles and practices of criminal detention; the layout of local roads and of the locations and characteristics of various neighborhoods; principles of leadership and supervision; principles and practices of record-keeping; modern office practices and technology; basic arithmetic. Has skill in the use of firearms and other police-issued equipment; operating police vehicles. Has the ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others; react quickly and calmly in emergency situations; provide effective leadership and supervision of assigned officers; assist with criminal investigations; perform responsible police work in accordance with all applicable laws, regulations, policies, procedures and guidelines; plan, organize and

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prioritize daily assignments and work activities; analyze problems that arise in the areas of responsibility and recommend solutions; learn and utilize new skills and information to improve job performance and efficiency; communicate effectively both orally and in writing; prepare, review and present reports, recommendations and other communications in a clear and concise manner; establish and maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation; perform required calculations with accuracy; work under stressful conditions; deal with sensitive situations with tact and diplomacy; deal courteously, yet firmly and effectively with the public in police situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgement:** Exercises analytical judgement in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgement.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles request, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

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**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Decision Making:** Exercises discretion and judgement in developing and implementing courses of action affection functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understand the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

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**Employee Signature**

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**Date**

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**Supervisor's Signature**

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**Date**