



Town of Oro Valley Classification Description

Title: **COURT SECURITY OFFICER**
Job Code: 1360
FLSA Status: Non-Exempt

Department: Magistrate Court
Salary Grade: 107

POSITION SUMMARY:

Under direct supervision provides overall court security, transports in custody defendants from Pima County Jail, tracks defendants, monitors probationers, and performs related court security and clerical functions.

ESSENTIAL JOB FUNCTIONS:

- A. Provides security for court staff and facility.
- B. Provides courtroom security during court sessions, screening all persons entering the courtroom for weapons and acts as bailiff during court proceedings.
- C. Enforces all court security measures, and controls and/or detains unruly individuals if required.
- D. Opens court building each morning and locks it each night. Performs security sweep of building and court room before opening the building and after each court session.
- E. Monitors the status of defendants in custody at the Pima County Jail, who are held on either Oro Valley warrants or who have pending Oro Valley charges.
- F. Transports in custody defendants from Pima County Jail for court hearings.
- G. Contacts by phone or post card all defendants who have failed to appear in court on their scheduled court date.
- H. Prepares arrest warrants for defendants who Fail to Appear and maintains warrant list.
- I. Reviews warrants for accuracy of defendant information and attempts to contact individuals who have outstanding court-ordered obligations by phone or mail.
- J. Prepares written communications informing violators of outstanding warrant status.
- K. Directs probationers referred by the Court, regarding the terms and conditions of their probation, monitors compliance with court orders, financial orders, treatment requirements, and community restitution work hours.
- L. Provides recommendations regarding probationers' compliance, proposed action such as early release from probation, change to a different program, warrant status, and may recommend additional actions to the Court.
- M. Maintains regular communication and checks with probationers, prepares and maintains case files, conducts criminal history checks, and obtains necessary information from state and federal agencies.
- N. Reviews probationers' requests to leave Pima County.
- O. Ensure all Release of Information forms are sent to the treatment plan agencies; communicate regularly with the treatment providers regarding defendant's compliance with the treatment.

- P. Monitor probationers' employment status and attendance.
- Q. Reviews and updates court security procedures and monitors court security equipment.
- R. Reviews monthly bills from the Pima County Jail to the Town for accuracy and compares with Oro Valley Magistrate Court records.
- S. On jury trial days: greets and checks in potential jurors; escorts jurors; acts as bailiff in the courtroom; and performs other duties associated with jury trials.
- T. Coordinates, schedules and monitors defendants who are performing community restitution.
- U. Performs other related duties and tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Court procedures, decorum and legal procedures.
- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement, prisoner transfer and prisoner care.
- Good verbal skills, both in person and over the telephone, in order to adequately maintain a security, safe environment.
- Good written communication skills to complete required reports and documentation.
- Skill in retaining details of incidents and preparing accurate reports.
- Ability to anticipate and quickly respond to emotionally charged and stressful situations or emergencies in a calm, decisive manner.
- Ability to be non-judgmental toward those appearing in court, and deal effectively with individuals from varying backgrounds.
- Ability to stand or walk for long periods while checking in persons coming into the court and performing security functions.
- Ability to establish and maintain good working relationships with the Town Magistrate, Court staff, Police Department staff, Pima County Jail staff and the general public.

MINIMUM QUALIFICATIONS:

- One year of responsible court security, law enforcement, military, or closely related experience.
- A high school diploma or equivalent.
- Completion of Court Security Officer Academy within 12 months of hire.
- Possess at the time of application and maintain an Arizona driver license.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.