

JOB DESCRIPTION	EXTERNAL
County of York  Human Resources	COURTHOUSE SECURITY OFFICER II YORK COUNTY SHERIFF'S OFFICE Status: Full-time FLSA: Non-Exempt Salary: \$27.00/hr Union: Non-Union Reports to: Sheriff, Civil Process Supervisor, Sheriff's Designee

JOB SUMMARY

The court deputy has dual responsibilities and will divide their work duties between providing security at the courthouse and serving civil paperwork. He/she performs technical work of moderate difficulty enforcing security procedures, maintaining order and protecting life and property at the Alfred Court House for legal, judicial and court personnel, visitors, witnesses and plaintiffs.

He/she will also be authorized to assist the Sheriff's Office with the responsibilities of a civil deputy in ensuring the service of a variety of judicial processes to named individuals, partnerships, and corporations which includes summons, complaints, writs, small claims, civil order of arrest, subpoenas, executions, family matter summons, attachments, garnishments, notice to quit, denied protection orders and other civil matters as they are brought forth.

As necessary, he/she will perform other related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervision of the Civil Process Supervisor; Chief Deputy and Sheriff and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state/federal laws.

ESSENTIAL DUTIES

Court Security:

1. Patrols and observes courtroom and general court facility monitoring for unauthorized activity, problems, and potential problems regarding safety issues with life or property.
2. Prevents disturbances, enforces court, county, and state policies and laws. Responds to requests for security and takes appropriate action.
3. Arrests individuals as necessary for situations involving contempt of court or unlawful behaviors; detain individuals, as necessary.
4. Inspects packages for safety reasons to ensure weapons and inappropriate distractions do not enter the court.
5. Consults with other court personnel and law agencies to obtain or supply information in preparation for orderly, lawful, and safe proceedings.
6. Trains other personnel regarding courtroom security.
7. Prepares and submits reports of security incidents, court room security, policies, and procedures.
8. Provide a visual, armed security presence, to the public and courthouse personnel.
9. Enforce federal, state, and municipal laws, court orders, warrants and policies while in the performance of assigned duties. Including (but not limited to) detaining any person attempting to gain unauthorized access to county property, or a court proceeding(s) or attempting to commit acts that imperil the safety and security of county employees, property, and the public.
10. Provide customer service to staff and visitors by greeting, assisting with ingress/egress and security related issues.
11. Direct people traffic within and outside court facilities.
12. Point of contact for County Customer Service representatives.
13. Operate security equipment such as X-ray machines, magnetometers, and hand wands to screen for prohibitive items.
14. Maintains assigned firearms, and other equipment.
15. Serves as the point of contact for the State Court Marshall's Office.
16. Other duties may be assigned from time to time by the Sheriff Management Team.

Civil Deputy:

17. Accept and return phone calls required to complete assigned paperwork.
18. Submit all invoiced paperwork to appropriate parties in a timely manner.
19. Review contents of each process document received and determine methods for legally servicing to named individuals and/or businesses in accordance with State, County and Municipal statutes.
20. Performs research and basic investigative work in locating named person(s).
21. Maintains record of service attempts; coordinates files validating service, prepares data for submission to court jurisdiction and prepares weekly reports documenting total services.
22. Works collaboratively with civil clerks in prioritizing papers in accordance with type of papers and court schedule.

23. Assists in the levies and seizures of real estate or personal property.
24. Attend briefings and training as assigned.
25. Attend court proceedings and hearings to assist or give testimony.
26. Drive a motor vehicle to perform one or more of the essential functions.
27. To be of assistance to the Sheriff's Office in the event of a disaster or other emergency.
28. Performs other duties of a similar or related level as necessary or assigned.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

KNOWLEDGE & SKILLS

1. Knowledge of relevant laws, rules, and regulations pertaining to law enforcement.
2. Knowledge of law enforcement principles, practices, methods, techniques, and equipment.
3. Knowledge of security procedures.
4. Knowledge of basic first aid procedures.
5. Skill in managing situations firmly, courteously, tactfully, and impartially.
6. Skill in interviewing, and obtaining information regarding cases, defendants, and expected behaviors.
7. Skill in care and use of a firearm.
8. Skill in effectively communicating both verbally and in writing.
9. Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
10. Ability to organize job responsibilities to meet shifting priorities.
11. Ability to effectively coordinate efforts and cooperate with other agencies/jurisdictions.
12. Ability to qualify with department approved weapons and equipment.
13. Ability to operate equipment includes but is not limited to: chemical munitions, computer equipment, radio system, CPR mask and first-aid equipment.
14. Ability to apply knowledge of criminal and civil processes when exercising personal and independent judgment in the performance of duties.

MINIMUM QUALIFICATIONS

- Must be 21 years of age or older.
- Must successfully pass a pre-employment medical examination, including a criminal background and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Valid Driver's License w/ acceptable motor vehicle record.
- High School Diploma or GED.
- Combination of 3 years of post-high school and/or employment experience.

Preferred Qualifications

- Maine Criminal Justice Academy law enforcement officer certification or law enforcement officer from another state that is accepted by the Maine Criminal Justice Academy.
- Two years of experience in a law enforcement setting.

PHYSICAL REQUIREMENTS

Environmental Conditions:

While performing the duties of this job, the incumbent is regularly required to sit and talk and hear. The incumbent frequently is required to use hands to finger, handle, or feel; reach with hands and arms. The incumbent is occasionally required to stand, walk, stoop, kneel, crouch, crawl and climb or balance. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the incumbent is routinely exposed to outside weather conditions. The noise level in the work environment is usually moderate.

The intent of this description is to provide a representative summary of duties, and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any position. Employees may be assigned job-related tasks other than those specifically presented in this description.

SUBMITTAL INSTRUCTIONS

Interested candidates must submit a resume and application with qualifications to:

York County Government
Attention: Human Resource Department
45 Kennebunk Road
Alfred, ME 04002

- **Applications/cover letters/resumes can be emailed to:**
HR@yorkcountymaine.gov
Please put "Court Security Officer" in the subject line.
- **York County online applications can be completed via our website at:**
www.yorkcountymaine.gov/careers

Deadline: This posting will remain open until a qualified applicant is selected.

*York County Government is an Equal Employment Opportunity Employer.
All qualified applicants will receive consideration for employment without regard to
race, color, religion, sex, national origin, sexual orientation, gender identity,
disability or protected Veteran Status.*