

Code: 3273

Title: JUSTICE COURT SECURITY OFFICER

SUMMARY: This classification is responsible for maintaining order and security in the Justice Courts by enforcing security procedures, maintaining order and protecting life and property. This classification has enforcement and arrest authority limited to the Justice Courts and is thus distinguished from other law enforcement classifications with County-wide jurisdiction.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Patrols courtrooms and the general court facility to prevent disturbances and to enforce Court, County and State policies;

Monitors courtrooms for unauthorized packages and persons;

Makes arrests in situations involving contempt of court or violation of State law;

Escorts prisoners to and from holding area and takes custody of prisoners sentenced in court;

Responds to requests for security services and takes appropriate action;

Prepares and submits reports of security incidents;

Escorts jurors from the Superior Court to Justice Court;

Serves court orders on persons in the court building;

Provides information to judges, attorneys and other interested persons;

Escorts persons transporting the money box to and from the Treasurer's Office;

Locks and unlocks lobby doors and secured court rooms;

Participates on the departmental emergency team.

KNOWLEDGE & SKILLS:

Knowledge of:

- security procedures for judicial activities;
- law enforcement practices and procedures;
- court procedures;
- social sciences as they relate to public service;
- first aid procedures and techniques.

Skill in:

- observing situations analytically and objectively, making quick decisions, and recording information clearly and completely;
- managing situations firmly, courteously, tactfully and impartially;
- communicating effectively;
- reacting quickly and calmly in emergencies;
- establishing and maintaining effective working relationships with the public, law enforcement agencies, court staff and others.

MINIMUM QUALIFICATIONS:

A high school diploma or G.E.D. certificate and two years of law enforcement experience as a certified Law Enforcement Officer (LEO).

OTHER REQUIREMENTS:

Licenses and Certificates: Possession of a valid Class D Arizona Driver's License is required at the time of appointment.

This class specification is intended to indicate the basic nature of the positions allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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