

CIVIL AND COURT SECURITY
Pulaski County Sheriff's Department
Civil Division

Department: Sheriff's Department

Supervisor Exercised: None

Supervision Received: Court Sergeant, Court Lieutenant

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt/Full-Time

Age Requirement: Individual must be at least 21 years of age

REQUIRED TESTING/SCREENING AND CERTIFICATIONS: Drug & Alcohol Testing, Fingerprinting, Background Screening & Driving Record Required.

Essential Employee: Yes, please see Pulaski County Personnel Policy

Work Hours: Monday – Friday 8am-5pm position with some nights, weekends and travel due to extraditions.

ESSENTIAL FUNCTIONS: The employee maintains order and security within court facilities and courtrooms. This includes patrolling the building, controlling public access, screening individuals, and providing security for court proceedings, including jurors and defendants. They also assist with serving legal documents, transporting prisoners, and making arrests when necessary. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations maybe allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Maintain law and order and serves legal processes of the courts and transportation/escorts prisoners between detention facilities and courtrooms
- Serve a vast number of highly complex legal documents on juveniles, parents, civil defendants, plaintiffs and serves summonses on witnesses
- Provide order and security in the courthouse and in individual courtrooms and facilitate the smooth functioning of the court process
- Escort jury members to and from the courtroom and provide for their needs and perform those tasks during court as designated by the presiding judge

Civil And Court Security

- Develop working knowledge to enter and edit computer data concerning legal documents
- Aid in performing duties of the criminal division when needed
- Execute court order and levies on tangible and intangible property

KNOWLEDGE, SKILLS AND ABILITIES:

- Understanding of courtroom procedures and judicial process
- Strong communication skills (verbal and written)
- Conflict resolution and de-escalation skills
- Time management and multitasking under pressure
- Ability to make sound decisions under stress and in emergency situations
- Ability to work independently and as part of a team
- Ability to maintain confidentiality and ethical standards

ADA REQUIREMENTS: Ability to move or handle one hundred and fifty pounds of weight for a distance of five yards; ability to stand or walk during an entire shift if required to do so; the ability operate computer equipment for periods up to three hours continuously; ability to read and write and to exchange information; ability to position self to file papers; dexterity required to operate keypads, push buttons, and switches; ability to work independently in the absence of specific instruction; and ability to meet the public courteously and effectively.

EDUCATION AND EXPERIENCE & JOB REQUIREMENTS:

- High school Diploma or GED preferred.

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date