

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Court Security Assistant  
**OCCUPATIONAL CATEGORY:** Protective Services  
**DIVISION:** Superior Court  
**EFFECTIVE DATE:** 06/28/18  
**REVISED:** 08/14/21



**CLASS CODE:** J477  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 10  
**STATUS:** Classified

### JOB SUMMARY

Under general supervision performs work of moderate difficulty in maintaining the safety and security of the Courts and court staff and performs related duties as required. All court security officers must complete the training and perform the duties required by ACJA §§ 5-302, 304, 305 and 306.

### REPORTS TO:

Court Security Manager.

### SUPERVISION EXERCISED

None.

### ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Provides a visible safety and security presence throughout the court facility; staff access screening site; screens visitors and others having business at the courthouse or other court-related location; conducts overall and/or extensive hand searches, personal property searches and other safety/security checks.
- Patrols the exterior perimeter; checks windows, doors and other actual or potential access sites; identifies and/or recommends changes to ensure the safety and security of all facilities.
- Patrols interior hallways, corridors, courtrooms and other areas for unauthorized persons and packages; and responds to requests for security services and takes appropriate action.
- Responds to medical emergencies and renders first aid and CPR as a first responder.
- Handles sensitive and delicate issues with firmness and cordiality;
- Collects and process fingerprints for criminal justice purposes, court employment, and for adoption applicants;
- Ensures the integrity of juries are maintained;
- Handles court documentation; provides sentencing documents and support as assigned;
- Responds to and manages emergency or crisis situations, life-threatening, potential life-threatening and hazardous situations;
- Identifies potential security/safety concerns and notifies the Court Security Manager;
- May assist in providing security and escort to sentenced and high-profile inmates; removes disruptive or violent persons from the facility; as required, detain individuals until law enforcement support personnel arrive.
- Escorts and guides visitors and others having business in the facility to requested location(s).
- Provides customer service, answers visitor inquiries and provides directions;

### SECONDARY JOB FUNCTIONS

- Assist the Court Security Manager with special projects, such as office moves, or for special events as necessary.
- Assist with the resolution of building maintenance issues.
- Performs special assignments as requested.

### KNOWLEDGE, SKILLS AND ABILITIES

#### **Knowledge of:**

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes,

administrative orders, case law and other relevant directives.

- Knowledge of the principles and practices of law enforcement, methods and techniques for providing safety and security, and the provisions of providing emergency services.
- Knowledge of safe and lawful handling and use of firearms and defensive weapons.
- Knowledge of defensive tactics and application of non-lethal weapons for controlling volatile situations.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of escalation and de-escalation of force.
- Knowledge of search and restraint practices, procedures and equipment.
- Knowledge of First Aid and proper handling of bio-hazards.
- Knowledge of defensive tactics and self-defense practices and training.
- Knowledge of report preparation, record keeping, and scheduling.
- Knowledge of emergency operations and preparedness.
- Knowledge of court processes, procedures, and legal terminology.
- Knowledge of trends and practices in safety and security.

**Skill in:**

- Skill in communicating effectively with persons who are angry, confused, or anxious.
- Skill in making good observations, recalling facts, and maintaining a security awareness of the courthouse facilities.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, the general public and others having business with the courts of Mohave County.
- Skill in the proper use of radio communication equipment and personal safety equipment.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.
- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.

**Ability to:**

- Ability to establish and maintain cooperative working relationships with court employees, other court and non-court related agencies and representatives, and the public.
- Ability to evaluate and respond to security problems in a swift, effective manner, and with appropriate actions.
- Ability to work under pressure handling significant problems and tasks that come up simultaneously and/or unexpectedly.
- Ability to maintain the safety and security of assigned areas and persons.
- Ability to deal impartially with an individual of various socioeconomic, ethnic and cultural backgrounds under stressful circumstances.
- Ability to follow written and verbal instructions.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

**WORK CONTACTS**

Regular contact with associate personnel, other county departments, other agencies and the general public.

**WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be required to lift, drag, and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.
- Must be able to sit or stand for prolonged periods of time; have vision acuity (near and far) for security observation; color vision for security functions; hearing and speech for ordinary conversation and security functions; touch/finger dexterity for searching bags, etc.
- Performs work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations.
- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.

### **REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

High school diploma or G.E.D. **AND** three (3) years of experience in law enforcement, military or security work; **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Minimum age of twenty-one (21) years. Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, (MVD) driving records check, psychological evaluation and submit to and pass a pre-employment drug/alcohol screen. Must successfully complete the Court Security Officer Training Academy as soon as practical, but no later than 90 days from the date of employment (see ACJA §5-304(E)). Must successfully complete 90 calendar days of on-post service (see ACJA § 5-304 (F)). Must attend and pass Firearms Academy and maintain 8-hours annual "shoot" requirement for recertification (see ACJA § 5-306 (F)).

### **SPECIAL JOB REQUIREMENT**

- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Must obtain defensive driving certification, first-aid and cardio pulmonary resuscitation (CPR) certification within the first 60 days of employment and maintain certifications while employed in this position.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- This is a safety sensitive position.

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.