

# Court Security Officer, Part-time

**Date added:** October 3, 2017

**Department:** Mount Vernon Municipal Court

**Required/Accepted:** Resume, Cover Letter and References

**Closing Date:** December 29, 2017

## RECRUITMENT ANNOUNCEMENT

Post through December 29, 2017

### COURT SECURITY OFFICER

(Part-time)

#### **GENERAL STATEMENT OF DUTIES:**

The Mount Vernon Municipal Court is recruiting for a Part-time Court Security Officer to fill in when the Court's Full-time Court Security Officer or Bailiff have scheduled time off. The Court will contact the Part-time Court Security Officer to work on an "as needed" basis. The Part-time Court Security Officer is responsible for maintaining security within the Mount Vernon Municipal Court Building for Court officials and for those customers utilizing Court-related services.

The Part-time Court Security Officer inspects persons and the personal belongings of people entering the Court for weapons, contraband or other suspicious or potentially harmful items through the use of a magnetometer and scanner; directs individuals to appropriate places in the Court and performs other related duties as assigned. Duties would require the Part-time Court Security Officer to wear a suit and tie or jacket and tie. The Part-time Court Security Officer will not carry a firearm. The Part-time Court Security Officer is appointed by the Judge and reports directly to the Full-time Court Security Officer.

#### **QUALIFICATIONS:**

The Part-time Court Security Officer must have the ability to organize and maintain a secure Court environment and assist the public within the Court building. Must demonstrate mutual respect for people at all levels and possess the ability to effectively interact with the public, giving directions and responding to inquiries in a courteous and professional manner. Requires minimum of a high school education. Strong written and verbal communication skills, as well as the ability to establish and maintain effective working relationships with Court officials, police officers, prisoners and the general public are essential.

Must have the ability to learn how to operate weapons detection equipment and other screening devices, and to acquire a working knowledge of security methods and safety practices. Must be able to recognize and react to possible stressful situations. Must be in adequate physical condition to perform essential duties; knowledge of and skill in the use of computers; and the ability to work with minimum supervision. Success as a municipal, county or state law enforcement officer or other similar experience is a plus. Must fulfill all training requirements necessary to maintain the position. Must have and maintain a valid Ohio Driver's License. Candidates for this position must be at least 21 years of age at the time of appointment.

#### **COMPENSATION & BENEFITS:**

Pay: \$15.00 per hour. No benefits.

**TO APPLY:**

***Apply immediately*** by submitting a ***Resume, Cover Letter and References*** to: Mount Vernon Municipal Court Attn: Bailiff, 5 North Gay Street, Mount Vernon, OH 43050; Fax 740-393-5349 or email [bailiff@mountvernonohio.org](mailto:bailiff@mountvernonohio.org). Recruitment closes Friday, December 29, 2017 at 4:00 pm.

**Equal Opportunity Employer**