



City of Des Moines, Washington

JOB DESCRIPTION



COURT SECURITY OFFICER

Regular, Full-time

Salary Grade: G-17

FLSA Status: Non-exempt

Bargaining Unit: Non-represented

EEO Category: Protective Service

Nature of Work

Under the direction of the Director of Court Administration, a Court Security Officer is responsible for maintaining peace and order during courtroom procedures and operations. The Court Security Officer will manage the security stability of the courthouse; verifying the identity of the visitors, and reporting any suspicious activities and behaviors within the premises to the Court Marshal or local law enforcement.

Distinguishing Characteristics

The Court Security Officer is the entry/training level of the Court Security/Marshal series, distinguished from the Court Marshal by the requirement for Court Marshals to hold a limited law enforcement commission and possession of a firearm that allows them to perform law enforcement duties while on duty and at their worksite. This classification is typically used as a training classification. Employees assigned to this classification are generally advanced to Court Marshal upon meeting the position requirements and subject to satisfactory performance.

Essential Functions

- Directs visitors to walk through the magnetometer while listening for alarm indicating the presence of metal on the person; directs individuals to remove metal from their person to allow clearance into the building; uses hand held wand magnetometer to detect metal on a person.
- Adjusts magnetometer for sensitivity as necessary; checks magnetometer for proper operation.
- Screens carry in items by scanning them on x-ray scanner; observes machine screen to detect weapons or contraband; confiscates items and logs them in for later retrieval by public.
- May conduct hand search of carry in purses, bags and briefcases.
- Assist Court Marshal with transport of persons in custody.
- Refuses entry into buildings if necessary to protect the public's health, welfare or safety.
- Identifies individuals who may be loitering or disturbing the peace or who have no lawful business to conduct in the building and report to the appropriate personnel, if necessary.
- Responds to bomb threats and other safety concerns; assists with building evacuation.
- Observes courtroom proceedings and intervenes to prevent escalation of problem situations, using human relation skills when possible.
- Maintains order and decorum to ensure judicial process.

- Patrols courtrooms, buildings, and other areas to discourage unacceptable and unlawful behavior in and around assigned areas.
- May escort workers to parked vehicles after working hours.
- Operates a hand held radio to maintain two-way communication while at a security post.
- Conducts scheduled and random security inspections of the courtroom and court clerical area.
- Enforces courtroom security policies and procedures.
- Is aware of security zones: facility boundaries, facility exteriors, areas open to the public, and restricted employee areas.
- Notifies court staff of potentially dangerous litigants.
- Logs in visitors and maintains daily activity logs.
- Provides information, direction, and assistance to the public.
- Sets up courtroom for court and other meetings as directed.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.
- Perform other duties as assigned.

Necessary Knowledge, Skills, and Abilities

- Knowledge of courtroom procedures and process.
- Ability to remain constantly on alert and aware of surroundings, and maintain vigilance in order to immediately respond to matters requiring prompt attention.
- Understand the importance of confidentiality with regards to duties.
- Ability to communicate clearly and efficiently in person or by telephone.
- Ability to cope with situations firmly, tactfully and with respect to individual's rights.
- Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and determine a proper course of action.
- Demonstrate ability to positively interact with diverse individuals to accomplish a common goal in high-pressure situations.
- Display a pleasant and professional demeanor.
- Physical ability to perform essential job functions.

Education and Experience Requirements

- High school diploma or GED and;
- Two years of experience in areas of work such as security guard, military, correctional officer, police officer (military or civilian), police reserve officer or other law enforcement work or a related field that displays the ability to perform the essential job functions or;
- A certificate of successful completion of a basic law enforcement-training program approved by the Washington Criminal Justice Training Commission; or a certificate of completion in a police or reserve police academy or military training program will substitute for one year of the two years of required experience.
- Must be able to possess a firearm and to use the firearm in a safe and appropriate manner.

- Must be able to successfully complete mandatory firearms training and annual weapons qualification requirements.
- Scope of experience may include proactive intervention to defuse interpersonal conflicts and maintaining orderly conduct in public group situations.

Preferred Education and Experience Requirements

- Experience monitoring systems, monitoring assigned security areas and responding to unusual occurrences.
- Experience working with the public in a security setting.
- Proven experience and certification with a firearm (ability to qualify with a weapon).

Municipal Court Organizational Structure

The Municipal Court is an independent branch of government and personnel employed under the judicial branch of government are bound to act in accordance with [GR 29](#). Under [GR 29](#), the Presiding Judge is responsible for the daily operations of the Court, which includes working conditions, hiring, discipline, and termination decisions.

Court Personnel are also subject to the rules contained within the City of Des Moines Personnel Manual, City Ordinances, state and/or federal laws. The provisions of the City of Des Moines Personnel Manual, including wage and benefits, apply to all Court Employees and controls, unless otherwise ordered by the Presiding Judge.

Special Requirements

- Ability to obtain and maintain Police Department limited commission is required within the first year of employment.
- Ability to legally carry and use a firearm.
- Must successfully complete firearms qualifications training within the one year from hire.
- Ability to successfully complete any mandatory follow-up training and annual weapons qualification requirements as needed.
- Possession of a valid First Aid/CPR card and Bloodborne pathogen certification or obtain within three months of hire date, and ability to maintain throughout employment.
- Available to work all shifts with limited notice.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check including polygraph and drug screening.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed in a courtroom environment.
- Requires dexterity of hands and fingers to operate court security equipment.
- Hearing and speaking to exchange information.
- Analyze potentially dangerous situations.
- May be exposed to bloodborne and/or airborne pathogens.
- Contact with dissatisfied or abusive individuals.
- Must be able to perform strenuous physical tasks such as running, subduing and detaining individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2022, 2024.