

COURTHOUSE SECURITY OFFICER

NATURE OF WORK

Under general direction, maintains order and provides security services for the Graham County Courthouse.

TYPICAL DUTIES

Patrols the facilities both inside and out, maintaining order and providing security services for the public, and personnel assigned to the Courthouse; operates law enforcement radio communications systems or other communication devices; responds to requests for service and/or initiates requests for back up services from the Sheriff's Dept. or the local police dept. as necessary; accomplishes a variety of surveillance activities designed to provide a more secure environment for staff and the public and to eliminate potential threats; assures that offices closed for a particular day are locked and remain secured; secures the building's entrances and exits at the close of business; provides information and assistance to the public regarding courthouse operations; may question visitors to the Courthouse to determine a valid reason for being there and/or whether the individual has official business to conduct; may be assigned to provide security for specific court hearings; may operate metal detection and other security equipment to ensure safety; types reports and other materials related to Courthouse security; performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of law enforcement and/or other security or surveillance techniques with regard to maintaining secure facilities and protecting personnel; ability to speak clearly in a modulated voice; ability to operate law enforcement radio communication systems; ability to maintain an even disposition when confronted with hostility; ability to think clearly and act quickly in emergency situations; ability to physically defend oneself and others; knowledge of and ability to use first aid and CPR; ability to type.

MINIMUM QUALIFICATIONS

High school diploma or GED and one year of experience related to security, detention, law enforcement, regulatory enforcement, or any combination of education or training may be accepted which demonstrates the ability to perform the duties of the position. Preference will also be given to applicants who are bilingual in English and Spanish and have completed First Aid/CPR Training.

REVISED 11/12