

**POSITION DESCRIPTION
COUNTY OF CASS, INDIANA**

POSITION: Security Officer
DEPARTMENT: Security
WORK SCHEDULE: As scheduled
JOB CATEGORY: POLE (Protective Occupation, Law Enforcement)

DATE WRITTEN: February 2010 **STATUS:** Part-time
DATE REVISED: **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Security Officer for the Cass County Security Department, responsible for providing security in the Government Building and assisting and protecting judges, jurors, other Court officials/personnel and members of the public.

DUTIES:

Enforces local, state, and federal laws by implementing effective policy for the prevention and investigation of crimes to protect the lives and property of the people.

Provides security for Cass County Government Building and Courts, including checking perimeter and interior of building for weapons, contraband and/or explosives, conducting security sweeps of courtrooms and surrounding offices, guarding checkpoints, searching packages and operating metal detectors, and locking courtroom doors as necessary.

Maintains uniformed appearance in Court, responding to in-court problems such as escape attempts, disruptive conduct and hostilities. Arrests individuals on bench warrants, detains wanted subjects, notifies Jail to remove defendants and/or escorts individuals from Court or Courthouse.

Assures proper security for high-risk trials, including coordinating and implementing special courtroom procedures to assure personal safety of judges, jury, witnesses, and other Court officials/personnel. Enforces news media policies and calls for additional security as necessary.

Conducts routine checks of County employee parking lot for unauthorized vehicles.

Assists Sheriff's Department as requested.

Monitors and responds to alarms and/or panic buttons.

Occasionally provides testimony in legal proceedings/court.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Possession of and ability to maintain possession of all required certifications, including, but not limited to, handgun/firearm qualification by the Indiana Law Enforcement Academy, First Responder/CPR certification, taser certification, and defense tactics training.

Must be at least 21 years of age.

Thorough knowledge of all standard security and emergency policies and procedures of Cass County Government Building and Courts, and ability to effectively implement proper security measures and procedures.

Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department, to perform security checks/patrols, and take authoritative action as situations demand.

Knowledge of and ability to properly operate Department equipment and weapons, including metal detector, x-ray machine, hand wand, portable radio, hand gun, stun gun, handcuffs, computer, and automated external defibrillator (AED).

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required reports within established deadlines.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, County officials, Judges, Court personnel, and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to apply knowledge of people and/or locations.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to occasionally provide testimony in legal proceedings/court.

Ability to occasionally work extended hours and/or evenings.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to established Departmental rules, regulations and standard procedures with priorities primarily determined by supervisor. Incumbent exercises judgment to effectively assess and address security risks and respond to emergency situations. Decisions are always determined by specific instructions or existing, well-established policies and procedures. Errors in work are primarily detected or prevented through procedural safeguards and prior instructions from supervisor. Undetected errors could substantially jeopardize the welfare of the public, and, in some circumstances, could lead to injury or loss of life of co-workers, self and/or members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, County officials, Judges, Court personnel, and members of the public for purposes of exchanging/verifying information and enforcing security/emergency policies and procedures.

Incumbent reports directly to Director of Security.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a government building and at a security checkpoint, involving sitting for long periods, sitting/walking at will, standing/walking for long periods, walking up/down flights of stairs, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, carrying equipment weighing less than 25 pounds, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent may be subject to strenuous physical effort during emergency situations, such as running fast for short periods, running up/down stairs and encountering resistance/subduing an attacking and/or armed individual. Incumbent maintains considerable contact with defendants and the public and may be exposed to irate/hostile individuals and/or physical violence. Incumbent occasionally works extended hours and/or evenings.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Security Officer for the Security Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name