

# Scott County Government

## Position Description Form

**Position:** Job Title: Court Security Officer  
Department Name: Sheriff's Department  
Supervisor Title: Court Security Sergeant

### Position Summary:

Is responsible for maintaining security and controlling entrance to/for the Scott County Justice Building. Maintaining order in and responding to the needs of the Courts of Justice.

## **Duties and Responsibilities**

### **Essential Duties:**

- Responsible for maintaining security and controlling entrance to/for the Justice Building by operating metal detection devices and X ray scanning equipment.
- To prevent the entry of weapons and dangerous devices into the Justice Building.
- To provide a security presence in the building to deter dangerous or disruptive behavior in the building.
- Attend to the Courts of Justice to prevent and respond to disruptive behavior or threats in the courtrooms.
- Attend to the needs of the judges of the courts to help provide and efficient flow of activity in the court processes.
- May make arrests or serve criminal/civil process within the purview of the Justice Building.

### **Secondary Duties:**

- At the direction and discretion of the Sheriff, Court Security Personnel shall assist office staff or any other sworn employees of the Sheriff's Office outside the courthouse and at the Scott County Sheriff's Office headquarters when needed.

***Education and Experience:*** Must attend Basic Court Security Training as required by KRS and provided by the Department of Criminal Justice Training. Must attend biennial In Service training. Experience working with the public is preferred.

***Supervisory Responsibility:*** The Court Security sergeant shall supervise all sworn and civilian court personnel. All questions or concerns should be then directed to the dayshift Administrative Sergeant or Administrative Captain.

***Technology:*** Describe how computers, software or other technological equipment is used to complete tasks electronically.

***Special Knowledge, Skills and Abilities:*** Extensive knowledge of principles, practices and techniques of modern courtroom security. Skill in the use of firearms and all accepted police equipment. Ability to physically protect oneself and others. Public speaking abilities. Ability to establish and maintain effective working relationships with employees, other emergency service agencies and the general public. Sound judgment.

## Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

*Mark the work conditions that are present on the job.*

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

## Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
  
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
  
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
  
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
  
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.