

JACKSON COUNTY

COURT OFFICER - DISTRICT COURT

General Summary

Under the direction of a District Court Judge and the Deputy Court Administrator, serves as Court Officer, responsible for transporting prisoners to and from jail, attending arraignments and other court proceedings, serving as court bailiff as requested, serving bench warrants and making arrests, and providing general security for the court and staff.

Essential Functions

1. Transports inmates to and from the county jail utilizing handcuffs, shackles and other restraints as appropriate. Maintains security of prisoners in court. Escorts prisoners to other areas of the court as appropriate.
2. Attends arraignments and other court proceedings as requested. Maintains arraignment log and lists basic case information, and assists in updating court files by entering information in to the computer. Generates new notices, bond, and other documents as needed. Assists in preparing applications for court appointed attorneys.
3. Serves as bailiff for the court as requested. Escorts jurors to jury room and courtroom and provides for the security of jurors.
4. Works with the probation department providing assistance for the community service program and other areas as requested.
5. Provides general security for the court and staff. Maintains vigilance in courtrooms and hallways and attempts to defuse or prevent confrontations. Assists in security for high profile cases by clearing the hallways or implementing other security measures.
6. Locates and retrieves files needed for court and maintains security of files. Ensures delivery of files to proper division of the court.
7. Assists the public by giving information on court procedures and general directions.
8. Serves bench warrants and makes arrests as requested.
9. Assists other staff on a temporary basis as requested.

Other Functions

10. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High School Diploma or equivalent, with some advanced coursework in law enforcement and criminal justice. Associates Degree in related area preferred.

Experience: Two or more years of experience in a court, police agency or other related area as a law enforcement officer or in a security capacity.

Other Requirements: MLEOTC certification preferred.

FLSA Status: Non-exempt

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access courtroom.

Ability to access the court location and the jail.

Ability to physically restrain individuals as necessary.

Considerable walking throughout the courthouse.

Ability to climb and descend stairs on a regular basis.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

Human Resources

Dept. Head