

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Court Security Officer  
**Job Code:** 8089  
**Pay Grade:** 35  
**FLSA Status:** Non-exempt



### **PURPOSE OF CLASSIFICATION:**

Perform duties that relate to the security and safety of judges, court staff, courthouse visitors, and the general public. Enforces Superior Court security procedures under the direction of the Supervisor, Security, and may perform security duties in potentially high-risk situations in guarding the safety of court personnel and the public.

### **ESSENTIAL FUNCTIONS:**

- Provides an armed security presence on the public entrance floor of the building as a supplement to the entry security screening teams.
- Patrols the superior court facilities, courtrooms, and public areas daily; monitors courtrooms, staff areas and lobbies for unauthorized persons and packages; and responds to requests for security services and takes appropriate action.
- Addresses situations that may be or escalate to a disturbance or hazard to the courthouse, and may call for judicial security backup as necessary.
- Responds to medical emergencies and renders first aid and CPR as a first responder.
- Carries and safely employs court-approved and issued firearms and/or other defensive weapons as situations dictate.
- May serve, as directed, as a security escort or as a security presence in a variety of court situations.
- Prepares and submits reports on security incidences.
- Participates on the superior court emergency response team, following the court's disaster/emergency response procedures.
- Implements emergency procedures as directed and when appropriate.
- Maintain a visible presence as a deterrent to those who might consider disturbing the operations or security of the courthouse.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- Assist the security coordinator to assure the safety of the court.
- Performs related duties, projects, and special assignments as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles and practices of law enforcement, methods and techniques for providing safety and security, and the provisions of providing emergency services.
- Must have knowledge of safe and lawful handling and use of firearms and defensive weapons.

- Must have knowledge of defensive tactics and application of non-lethal weapons for controlling volatile situations.
- Must have proficient skills to make good observations, recall facts, and maintain a security awareness of the courthouse facilities.
- Must have effective customer services skills.
- Must have the ability to evaluate and respond to security problems in a swift, effective manner, and with appropriate actions.
- Must have the ability to communicate effectively with court personnel, court security, and a diversity of individuals and groups who visit the court.

**MINIMUM REQUIREMENTS:**

A high school diploma or equivalent G.E.D. certification and three years of experience in law enforcement or as a correctional officer or another comparable security experience where training, qualifying with, and carrying a firearm was required. Candidates must successfully complete a psychological evaluation, medical exam and background check.

**LICENSES AND CERTIFICATES:**

Must have a valid Arizona driver's license at the time of appointment. Must be able to acquire first-aid and cardio-pulmonary resuscitation (CPR) certification, within the first six months of employment. Must be able to qualify and maintain defensive tactics and firearms qualification in accordance with superior court policies and procedures.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties within the courthouse environment. Must have the ability to stand, walk, and sit for extended periods of time. Performs work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and carry up to 75 pounds and bend, reach, kneel, crouch, crawl and stoop when necessary.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Supervisor, Security, within the Facilities Management division. This position performs duties under general supervision, and has no lead or supervisory responsibilities.

Date: 07/18/07

Revised: