



CITY OF PUYALLUP
invites applications for the position of:
Court Security Officer

SALARY: \$24.85 - \$31.81 Hourly

OPENING DATE: 9/8/2021

DEFINITION:

The City of Puyallup is accepting applications for a part-time Court Security Officer to work approximately 8-16 hours per week and to backfill for the full-time Court Security Officer as needed. The priority application date is September 20, 2021.

Under the direction of the Judge, maintains order and security in the Municipal Court. Work is characterized by performing a variety of courtroom duties to ensure the productive and efficient operations of the Court. Duties include, but are not limited to, preparation of courtroom and facilities, including monitoring security scanner and weapons detectors, and maintaining order and security in the courtroom.

Work is performed under general supervision. The Judge defines objectives, priorities, and deadlines; and assists incumbent with unusual situations, which do not have clear objectives or precedents. Incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

Schedule: The position will have set hours depending upon the court's schedule. The work schedule is currently anticipated to be: 1st/3rd Friday of the month, 2nd/4th Wednesday morning of the month, and potentially the 1st Wednesday and Friday of the month. Plus, fill in for the current Court Security Officer in their absence.

ESSENTIAL FUNCTIONS:

- Screens all individuals entering the Municipal Court through the courthouse entrance to prevent introduction of dangerous weapons or contraband into the courtroom;
- Notifies court staff of potentially dangerous defendants;
- Responds appropriately to unruly and/or out of control individuals in the court facility;
- Collects and maintains inventory of items taken during the course of daily activities;
- Detains persons with warrants or in-court commitments by the court; arranges and transfers custody of arrested individuals to police or corrections officers as appropriate;
- Directs jury activities; may act as a communications link between the judge and jurors; assures security and safety of the jurors;
- Carries a city issued firearm as outlined in the Puyallup Police Department Policy Manual and qualifies under the guidance of the Puyallup Police Department Rangemaster;
- Carries a city issued Taser as outlined in the Puyallup Police Department Policy Manual;
- Assists and directs public to courtrooms, telephones, restrooms; assists court staff with paperwork as requested;

- Opens/closes courtroom; inspects and secures courtroom, restrooms and surrounding areas of the court at the start and finish of each judicial session;
- Assists probation staff (and their clients) with SCRAM monitoring equipment as needed;
- Assists probation staff with screening and searching clients, including collection of UA tests;
- Performs daily transport of bail/bonds;
- Contacts other organizations for verification of community service hours;
- Performs the physical requirements of the position; works within the established working conditions of the position;
- Exercises appropriate discretion and uses good judgment in the performance of duties;
- Monitors Community Court Community Service team;
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Basic courtroom practices, criminal justice system and associated terminology.
- Record keeping techniques.
- Proper use and care of firearms and Taser.
- Emergency first aid and CPR.

Ability to:

- Handle emergency and conflict situations in a calm and effective manner; adopt an effective course of action when necessary.
- Understand and work within scope of authority.
- Communicate effectively both orally and in writing.
- Interact with others using tact, patience and courtesy.
- Maintain and operate a portable Breathalyzer unit.
- Demonstrate physical strength and agility necessary to perform the essential functions.
- Establish and maintain effective and cooperative working relationships with coworkers and the public.
- Communicate effectively, both verbally and in writing.
- Positively and effectively interact with diverse individuals to accomplish a common goal.
- Consistently use good judgment and discretion.

Education and Experience:

A high school diploma or GED equivalency is required; and three years of experience as a corrections or law enforcement officer, or any equivalent combination of training and/or experience that provides the required knowledge, skills and abilities.

SPECIAL QUALIFICATIONS

- Successful completion of Washington State Basic Law Enforcement Academy, Washington State Corrections Officer Academy, Washington State Law Enforcement Reserve Academy, or equivalent.
- Possession of or the ability to obtain at time of hire, and maintain throughout employment, a valid Washington State driver's license.
- Have training sufficient to be commissioned to carry a city issued firearm and Taser at time of hire and throughout employment. Qualify under the guidance of the Puyallup Police Department Rangemaster.

- Ability to obtain within 3 months of employment, and maintain throughout employment, First Responder Training and CPR certification.
- Ability to obtain within 3 months of employment, and maintain throughout employment, Portable Breathalyzer Test (PBT) certification.
- Ability to obtain within 3 months of employment, and maintain throughout employment, SCRAM Field Operations certification.

Note: Finalist(s) will go through a formal background process, including a background check, credit check, and pre-employment medical examination.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:

Constant use of sight, hearing, and speech abilities are required to perform the essential functions and communicate with others. Frequently stands for extended periods, walks, uses hands to finger, handle or feel objects, tools or equipment. Occasionally sits for extended periods, reaches with hands and arms, stoops, kneels, crouches or crawls. Occasionally lifts/carries up to 50 pounds. Frequently pushes/pulls force up to 10 pounds opening doors, drawers, and moving materials. Specific vision abilities required including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work is performed primarily in a courtroom with low noise levels, prone to interruptions by walk-in employees, defendants, and citizens. Occasionally contacted by disgruntled and hostile defendants or citizens; occasionally required to apply great physical force to restrain and detain disgruntled/hostile persons.

SELECTION PROCESS

Only applications that include the response to the Supplemental Questionnaire will be accepted. Those applicants whose qualifications most closely correspond to the City's current needs will be contacted for testing and/or oral interviews. The appointing authority may conduct second interviews.

Notification – Following submission of application, an email acknowledgment receipt of application is given. Persons selected for an interview and/or testing will be notified by email, normally within 15 working days following the closing date on the job announcement.

Not Selected – No formal notification is usually sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must apply online for each new opening.

GENERAL INFORMATION

Essential Functions – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

Hours of Work – For full work days the work hours are 7:30 a.m. to 4:30 p.m., with one-hour unpaid lunch period.

FLSA Status -This position is a FLSA non-exempt position

Union Affiliation – This position is a non-represented position.

Non-Benefit / Part-Time Employment: Employees in non-benefit positions are not eligible to receive benefits such as paid leave or health insurance coverage unless otherwise provided through collective bargaining agreement or State law. Employees whose position normally requires five or more months of 70 hours or more of compensated employment in a 12-month period will be enrolled into the Public Employees Retirement System (PERS). Temporary and non-benefit employees may be terminated at any time for any reason without recourse.

Equal Employment Opportunity – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

Background - The City of Puyallup will need to obtain the proper background and criminal history information pursuant to RCW 43.43.830/832 for positions where the employee will or may have unsupervised access to children, developmentally delayed persons or vulnerable adults.

Disability – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Identification – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to those who are offered employment. The City uses the E-Verify program.

Drug-Free Workplace –The City of Puyallup is a drug-free, tobacco-free workplace.

Note – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

The City of Puyallup is an Equal Opportunity Employer

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
<http://www.cityofpuyallup.org>

333 S Meridian
Puyallup, WA 98371

Position #MC-21-ADM-004
COURT SECURITY OFFICER
SW
