

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: Courtroom/Chambers Security Officer- Part Time

Department: Finance- Muni Court	FLSA Status: Non-Ex
Employee Group: Non - Represented	Salary Grade:
FTE Status: Part Time – Less than 20	Date: January 2019

GENERAL FUNCTION:

Provides essential security function to courtroom/council chambers facility by maintaining order and ensuring the personal safety and security of judge, staff, court facility, city council and general public. Generally present during City Council meetings and Municipal Court Criminal proceedings.

DUTIES AND RESPONSIBILITIES:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with fellow employees and with persons outside the City organization.
3. Monitors courtroom/council chambers for adverse situations. Intervenes to prevent escalation of problem and uses human relations skills where possible. May be required to use restraint or force, up to and including deadly force as deemed reasonable and necessary.
4. Observes all persons entering the courtroom/council chambers, their movement and their activities.
5. May be required to control and limit public access to the courtroom/council chambers facility and other restricted areas to reduce security risk and ensure public safety.
6. When necessary, calls for assistance from West Linn Police Department and/or emergency response units.

SPECIFICATIONS:

1. Job Preparation:
 - a) Education:

- i) Experience as a Police Officer who has successfully completed DPSST certified reserve academy training; or as a civilian, military law enforcement

officer with a minimum one (1) year experience; or equivalent experience as determined by the hiring authority.

- ii) Must have a high school diploma or GED Certificate.

b) Training:

- i) Requires sufficient physical strength and agility to perform the work of this classification.

- ii) Must possess, or obtain upon hire, a concealed weapons permit from the State of Oregon.

- iii) Required to provide their own weapon, which meets the West Linn Police Departments standards.

2. Supervision:

Received - Receives occasional instruction and limited supervision from the Finance Director and/or the Court Administrator on behalf of the Municipal Court Judge or City Council.

Exercised – No supervision of others is assigned.

3. Communication:

Ability to verbally communicate effectively and clearly in the exchange of information, gaining cooperation, negotiation and persuasion.

4. Cognitive Functions:

There is precedent on which to base decisions made in most incidents. With the variety of situations an officer encounters, an officer is expected to judge each situation and act accordingly in a relatively short period of time.

Creativity is not required by this job. Work is governed by written City policies and ordinances, established procedures, and federal, state and county laws.

5. Working Conditions:

Work is performed in a courtroom/council chambers setting and involves sitting and standing near the room entrance. Danger of physical harm may be present in dealing with hostile or aggressive individuals or while escorting people in the courtroom or City Hall area.

The work schedule is defined and may fluctuate for trials or council meetings.

6. Resource Accountability:

Officer may make reports; however, they are not normally responsible for the maintenance of these records.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date