



J o b D e s c r i p t i o n

JOB INFORMATION

Approved Date:	1/1/1900 12:00:00 AM
Job Family:	Law & Justice - Courts
Classification:	Court Security Officer

ORGANIZATION

Department:	Sheriff
Exemption Status:	Non Exempt
Union:	AFSCME 1308 - Court Security

JOB SUMMARY

Under the direction of the assigned supervisor, the incumbent is responsible for patrolling and ensuring the security of the campus at the Kitsap County Courthouse and other court facility locations, such as the Juvenile Detention Facility. This position is governed by Sheriff's Office policies and directives as well as general Kitsap County policies and procedures. The employee works under the direct supervision of the assigned Sheriff's supervisory staff and the incumbent has considerable latitude for exercising independent judgment in the selection of courses of action within established policies, procedures, and objectives.

JOB FUNCTIONS

Essential Functions

Essential Function	% TIME
Greet visitors to the Kitsap County Courthouse or assigned court facility location and ensure visitors pass through screening as appropriate. Permit authorized persons to enter. Patrol the County Courthouse or assigned location building. Watch for irregularities such as fire hazards, vandalism, property damage, loiterers and persons engaged in criminal acts.	60%
Monitor surveillance system and respond to unusual occurrences. Enter data into a security log, including visual occurrences, suspicious visitors and other information collected from campus inspections and visitor entry.	30%
Warn violators of infractions for carrying forbidden articles and weapons. Provide for the temporary storage of legal weapons. Warn violators of rule infractions, such as smoking, loitering or carrying forbidden articles. Expel persons engaging in suspect or criminal activities. Carry a firearm in the performance of assigned duties.	10%

Required for All Jobs

- Performs other duties as assigned
- Complies with all policies and standards

This Job is Essential

QUALIFICATIONS

Education			
Education Level	Education Details	Required/Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
2 years	experience in investigative, law enforcement, criminology or a related field that displays the ability to perform the essential job function	Required	and
	Experience working with the public in a security setting	Preferred	and
	Experience monitoring systems, monitoring assigned security areas, and responding to unusual occurrences	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Obtain and maintain a current Sheriff's Office limited commission		Required	and
	Possess a valid Washington State Drivers License		Required	
	Does not operate County-owned vehicles.			
	Completion of a reserve academy or federal or state police academy		Preferred	

Equivalency

All minimum qualifications must be met, there are no acceptable equivalent qualifications.

Knowledge, Skills and Abilities

KSAs	
Appear for scheduled work and complete assigned tasks within a reasonable period of time.	
Establish and maintain effective working relationships with others using tact, courtesy and good judgment.	
Maintain confidentiality and adhere to policy and procedures of the county and department.	
Communicate effectively orally and in writing.	
Utilize various computer applications specific to the department including databases, word processing, document imaging, spreadsheets, and web-based systems for entering, retrieving and researching data and records.	
Physically perform assigned duties and essential functions of the position.	
Laws, rules, regulations, policies and procedures governing Courthouse security operations and search and seizure.	
Investigative techniques.	
Legal terminology, legal documents and court operations and procedures.	
Safe weapons handling practices and procedures.	
Appear for scheduled work with regular and punctual attendance.	
Establish and maintain cooperative, effective, and productive working relationships at all organizational levels, with the public, law enforcement agencies and others. Also using tact, patience and courtesy, in dealing impartially and effectively with individuals from various socioeconomic backgrounds.	
Effectively plan and organize work and complete tasks within prescribed timeframes.	
Apply constructive techniques in communicating instructions and procedural information.	
Exercise sound judgment and respond appropriately to emergency situations in a security setting.	
Communicate effectively with a diverse population, both orally and in writing.	
Interview suspects to solicit relevant information.	
Safely use position equipment such as metal detection screening devices, tasers, handcuffs, pepper spray, and carry firearms in the course of work.	
Ability to complete and use Defensive Tactics training.	
Operate a personal computer and use basic computer applications.	
Ability to pass a criminal background check through law enforcement agencies.	
Ability to pass a pre-employment medical examination and other job-related examinations/tests necessary to determine qualification so perform the duties of the position.	

Ability to carry a firearm in the performance of job duties.	
Ability to obtain and maintain a valid Sheriff's Office limited commission as provided by the current Sheriff.	

Remote Employment

Remote Employment Type:	
Remote Employment Text:	

Weight Bearing Activities

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Weight Bearing (Standing & Walking)		
Weight Bearing Standing		
Weight Bearing - Walking		
Walking on Uneven Terrain		
Running		
Jumping		
Climbing Ladder, stairs, stools		
Balancing		
Bending at the waist		
Twisting at the waist		
Stooping		
Slight bend at knees		
Squatting		

Other - Non-Weight Bearing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sitting		
Kneeling One or both knees		
Crawling On hands and knees		
Lying Down		
Back, side or stomach		

Lifting/Carry/Push/Pull

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 0-10 lbs		
Lifting 11-20 lbs		
Lifting 21-35 lbs		

Lifting

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Lifting 36-50 lbs		
Lifting 50 + lbs		

Carry

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Carry 0-10 lbs		
Carry 11-20 lbs		
Carry 21-35 lbs		
Carry 36-50 lbs		

Pushing

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pushing 0-10 lbs		
Pushing 11-20 lbs		
Pushing 21-35 lbs		
Pushing 36-50 lbs		

Pulling

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Pulling 0-10 lbs		
Pulling 11-20 lbs		
Pulling 21-35 lbs		
Pulling 36-50 lbs		

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching Above shoulder level			

Upper Extremity/Arm Movement

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Reaching at shoulder level			
Reaching below shoulder level			
Steering Equipment, Vehicles			

Cervical Spine/Neck Movement

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Extension of neck looking forward		
Flexion of neck looking downward		
Twisting of neck side to side		

Upper Extremity/Hand Activities

	Dominant Arm - Frequency/Percentage Time/ Max Time	Non-Dominant Arm - Frequency/Percentage Time/ Max Time	Examples of how activity is performed
Fine Manipulation			
Keyboarding/Typing			
Simple Grasp			
Up & Down Flexion of Wrist			
Side to Side Motion of Wrist			
Turning/Rotation of wrist/hand			
Gross Manipulation			
Powerful Grasp/Tight Grasp			
Hand Controls			
Repetitive Motion			

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Sight: Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.		

Sensory Functions (See, Hear, Smell)

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Hearing: Comprehend oral language and sounds and react appropriately. Follow oral directions.		
Speaking: Orally communicate information and ideas with comprehension		
Reading: Comprehend and retain the written word.		
Writing: Composing communications in writing		
Math: Compute a series of numeric variables, measurements		

Working Conditions

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Uneven Ground		
Exposure to Bloodborne Pathogens		
Work Outside		
Customer/Public Contact		
Work Inside		
High Elevations		
Moving Objects		
Slippery Surface		
Wetness		
Temp.Humid/ Extremes		
Temp. Cold Temp		
Confined Spaces		
Special Clothing		
Vibration		
Use of Solvents		
Use of Detergent		
Chemical Contact		
Chemical Vapors		
Dust or Particles		
Toxic Substances		
Explosives		
Radiation		
Electricity		
Noise intensity		

Mental/Psychological Demands

Mental/Psychological Demands	Required Yes/No (Blank)	Examples
Understand & follow directions – with little or no direction		
Memory – Ability to remember and recall procedures, processes and activities routine in nature.		
Regular and reliable attendance		
Ability to problem Solve		
Ability to perform complex & varied tasks		
Ability to develop & maintain positive work environments		
Ability to supervise/lead and influence others		

Operational Equipment

Physical Activity Performed	Frequency/Percentage Time/Max Time	Examples of how activity is performed
Foot Controls		
Mechanical/Electrical parts		
Driving – Regular Vehicle		
Driving DOT/CDL Vehicle		
Operate Heavy Equipment		
Operate Heavy Machinery		
Small hand tools		
Operate power equipment such as drill/saws		

Other Requirements

Equipment, Machines, Vehicles Operated:	
Tools, Implements Used:	
Special Knowledge, Skills and Abilities:	
Respirator Use Required (other than nuisance dust mask). Describe:	

PRE-EMPLOYMENT EXAMS

POST-EMPLOYMENT

COMPENSATION

Annual Max:	\$0.00
Annual Min:	\$0.00
Hourly Max:	\$30.17
Hourly Min:	\$23.58