

## **SHERIFF=S SECURITY OFFICER**

### **DEFINITION**

Under general supervision, to maintain order, decorum and safety in the courtroom and provide clerical support. The incumbent shall serve as a courtroom bailiff, performing all functions reasonably necessary to assure the safety and atmosphere conducive to justice for all persons and spectators. The incumbent shall advise all persons to cease conversation when the judge takes the bench and shall notify any person he believes is disrupting proceedings to refrain from such conduct. Should any occasion arise which the incumbent believes endangers the safety of the courtroom, the incumbent shall immediately notify the presiding judge of that department.

### **DISTINGUISHING CHARACTERISTICS**

This is not a sworn position, but the incumbent will be a public officer for PERS safety retirement purposes. Incumbents are expected to be familiar with courtroom procedures and have experience in maintaining order and safety in a courtroom setting. Incumbents shall wear a firearm in the courthouse.

### **REPORTS TO**

Amador County Sheriff or his designee.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

### **EXAMPLES OF DUTIES**

Advises all persons present to cease conversation when the judge takes the bench; announces the beginning or continuation of court sessions; clears courtroom of third parties when confidential hearings (such as juvenile matters) occur; admonishes persons in the courtroom to refrain from disruptive conduct; advises the judge should any such admonition be disregarded; summons jurors and takes responsibility for them while they are deliberating or absent from the courtroom; maintains security of prisoners during court appearances; summons witnesses; provides clerical support to the courtroom clerk; performs all functions reasonably necessary to assure that safety, order and decorum are maintained in the courtroom. The incumbent shall not leave the courtroom while court is in session, unless another Courtroom Security Attendant or Deputy Sheriff is present to provide for courtroom security in the incumbent=s absence.

## **SHERIFF-S OFFICE SECURITY OFFICER - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX. The ability to safely and accurately handle a firearm.

### **TYPICAL WORKING CONDITIONS**

Work performed in an office and courtroom environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- \_ Basic knowledge of laws, rules, regulations, and legislation affecting the Court to which assigned.
- \_ General knowledge of operations, rules, policies and procedures of the Court to which assigned.
- \_ Public and community relations.
- \_ Legal procedures and documents used in court cases.
- \_ Legal terminology.
- \_ Courtroom security procedures.

#### Ability to:

- \_ Attend court sessions and perform a variety of support functions.
- \_ Interpret, explain, and apply a variety of policies, rules, procedures and regulations.
- \_ Read and understand instructions related to Court proceedings.
- \_ Understand and follow court calendar procedures.
- \_ Maintain order in the courtroom.
- \_ Interact with and control disruptive individuals in the courtroom.
- \_ Effectively represent the Sheriff and the assigned Court in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff and other agencies.
- \_ Establish and maintain cooperative working relationships.

## **SHERIFF-S OFFICE SECURITY OFFICER - 3**

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least two (2) years of responsible experience performing a variety of court security, peace officer, and/or court support work in a position requiring extensive public contact.

Special Requirements: Successful completion of the course of training specified in Section 832 of the Penal Code.