



McKENZIE COUNTY

CLASS SPECIFICATION TITLE: Courthouse Security

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>
B	2	3	Non-Exempt
CLASS SUMMARY: This class is responsible for all security aspects of the McKenzie County Courthouse, including ensuring the judges and judicial staff, court employees, and general public visiting the Courthouse are safe.			

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE-QUENCY</u>	<u>BAND/ GRADE</u>
1.	Assist and protect the Judge and jury throughout Court proceedings, declare the entry of the Judge and call witnesses into the Courtroom, accompany jurors outside the Courtroom to prevent contact with the public, and screen visitors prior to Courtroom entry.	Daily 30%	B2
2.	Affect arrests as mandated by the Judge and escort defendants between the Courtroom and Correctional Facility.	Daily 20%	B2
3.	Collect evidence from legal teams and the jury and complete required paperwork and reports.	Daily 20%	A1
4.	Assure Court Security is conducted in a manner that ensures the safety of the community, staff, and inmates.	Daily 10%	A1
5.	Transports prisoners on writs or warrants to/from other Counties, Correctional Facilities, and from State and private hospitals.	Monthly 10%	A1
6.	Responds to and handles calls for service at the McKenzie County Courthouse; evacuates and secures the building in the event of bomb threats, fires, or other emergencies; assists in conducting building searches during bomb threats. Calls for appropriate response based on assessment of the situation.	Daily 10%	B2
7.	Performs other duties of a similar nature or level	As Needed	N/B

TRAINING AND EXPERIENCE: (positions in this class typically require):
High School Diploma or equivalent

- LICENSING REQUIREMENTS:** (positions in this class typically require):
- Certified as a Law Enforcement Officer through the ND Post Board
 - Valid ND Driver's License



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KNOWLEDGE (position requirements at entry):

Knowledge of:

- Report preparation and record keeping
- Working knowledge of human behavior and various social, economic, and cultural backgrounds
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Willingness and desire to learn new and challenging tasks

SKILLS (position requirements at entry):

Skill in:

- Attending to multiple activities and sources of input simultaneously
- Communicating tactfully and courteously with inmates, the public, and other government agencies
- Thinking quickly, calmly, and clearly in emergency situations
- Compiling, maintaining, processing, and preparing a wide variety of records and reports
- Maintaining confidentiality of sensitive and legally protected information
- Assessing, prioritizing and determining appropriate response levels for law enforcement and related emergency situations

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, grasping, talking, hearing, seeing, and repetitive motions.

Moderate Work: Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Moderate work involves moving most of the time. Jobs are moderate if walking and standing are required frequently and all other moderate criteria are met.

Incumbents may be subject to travel.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.