



**Superior Court of the State of California
County of Kings
1640 Kings County Drive Hanford, CA 93230
(559) 582-1010 Extension 6021**

Job Announcement

**COURT SECURITY & SAFETY OFFICER I
Salary Range \$51,272 - \$68,709**

JOB OPPORTUNITY

The Superior Court of California, County of Kings, has an opening for the position of Court Security & Safety Officer I. The position will serve as a liaison for Judicial Officers, Court Staff and Sheriff Deputies, attorneys, litigants, witnesses and the public, and provide support with security screening functions at the Courthouse entrance. This position will report to the Director of Administrative Services.

About the Position:

Under general supervision, this non-sworn, civilian position reports to the Director of Administrative Services. This confidential position will perform general and routine security-related duties at the Courthouse. The Court Security & Safety Officer classification requires a level of knowledge about Court policies and procedures and independent judgment sufficient to determine appropriate actions as necessary, for a variety of circumstances. The Court Security & Safety Officer will perform a range of specialized and responsible duties in support of courtroom operations and will also provide support to Sheriff Deputies managing security screening operations.

Examples of duties include, but are not limited to, the following: Provide security for Judicial Officers, Court Staff and the public in and around the Courthouse. Apply Courthouse security operation principles to public contact and weapons screening to maintain Courthouse security; Screen the public and Court Staff for weapons; Secure and maintain control of items prohibited from entering the Courthouse; Assist Sheriff Deputies with entrance screening and conduct security searches inside courtroom and surrounding areas before Court sessions begin; and conduct perimeter searches. Operate and monitor X-Ray machine, magnetometer, hand wand, CCTV system or other weapons screening equipment. As applicable to the immediate urgency and/or circumstances, notify appropriate Court Administrative and/or Sheriff personnel about any security breaches or violations, suspicious items, and problems or concerns anywhere inside or external to the Courthouse; Administer first aid and CPR when needed; Contact Sheriff Deputies or appropriate personnel or agencies in emergency situations; Activate Court duress alarm as suitable for emergencies. As directed, activate the Court's established evacuation plan in the event of an emergency and assist Sheriff Deputies as required. Assist Sheriff Deputies in compiling information for threat assessments on individuals attending Court. Attend security training programs and activities as available. Escort Court Staff to drop box for retrieval of deposited documents. Perform other security-related duties as required or assigned by Director of Administrative Services. Apply various established Courthouse policies and procedures, other applicable rules, regulations, laws, ordinances and Rules of Court. Provide information and assist the public in conducting business at the Courthouse. Maintain effective communication with and serve as liaison to Court Staff, Judicial Officers, Sheriff Deputies, attorneys, witnesses and litigants by providing administrative and operational support. May compose memos and incident reports; Log/maintain security equipment-related information. Direct members of the media and the public to appropriate areas or to personnel; Provide basic Court information and answer routine questions from the public in a courteous and service-oriented manner; Assist the public in wayfinding. Operate a variety of modern office equipment including computer, printer, telephone, copier, scanner, shredder, assistive listening devices, audio-visual equipment and two-way communication radio. Maintain confidentiality at all times about Court matters, records, processes and related information. Formally open and lock assigned courtroom. Maintain order while Court is in session; monitor demeanor and actions of all persons inside the courtroom to ensure behaviors are non-disruptive; Anticipate and take prompt, appropriate action to address potential disturbances; Notify Sheriff Deputies of any actions that may adversely affect courtroom security.

Inform spectators, witnesses and others to conform to standards of courtroom decorum; Prevent persons from entering or leaving the courtroom as required by procedure or as instructed by a Judicial Officer. Verify that all parties and Court Staff are present, perform necessary notifications for calendar call, deliver customary courtroom citation/announcements. Respond to requests for accommodations from disabled persons as related to their access to Court services, maintain inventory and track issuance of courtroom assisted listening devices; Advise Court's ADA Coordinator of any special accommodations requested. Facilitate in the efficient operation of the courtroom by assisting Court Staff in distributing forms and documents as needed to attorneys and litigants. Ensure courtroom equipment is operational; Identify IT-related, maintenance or custodial problems; Notify Administrative Staff when service or repairs are required; Other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of: Basic math sufficient to add, subtract, multiply and divide whole numbers and fractions; Modern office procedures and use of equipment, including computer programs, scanner and copier; Clerical practices and procedures including proper use of English language, spelling, grammar and punctuation to effectively communicate verbally and in writing; Legal terminology of Court work and procedures; Basic use of Microsoft applications including Outlook for email communications and to create and maintain office calendars and schedules; Effective customer service skills and communication techniques, including problem-solving and conflict resolution methods; the Superior Court's organization, functions of the judicial system and its policies and procedures; State and local statutes and Rules of Court that govern general Court operations, as applicable to areas of assigned responsibility; Appropriate standards of courtroom decorum; Applicable delivery of customary courtroom citation/announcements;

Ability to: Learn and apply the documents and terminology used in the Court system; Maintain confidentiality of all Court matters; Interpret and apply written processes, policies, procedures, regulations and guidelines as related to courtroom and security screening operations; Gather, evaluate and present data in a logical, accurate, and organized manner for reports and other assignments; Work in an environment with frequent interruptions while managing multiple tasks with shifting priorities; Prioritize tasks and meet deadlines; Follow written and verbal instructions; Exercise sound judgment, use tact and professionalism in mediating or defusing disputes and when providing customer service; Establish and maintain effective and cooperative working relationships with Court Staff, Judicial Officers, Sheriff Deputies, contract staff, justice partners, vendors and members of the public from various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors; Communicate clearly and effectively with Sheriff Deputies, Court Staff, Judicial Officers and the public under a variety of circumstances; Exercise the scope and limit of authority, analyze situations accurately and adopt appropriate and effective course of action; Use equipment properly and as directed in training, including X-Ray machine, magnetometer, hand wands, CCTV system and other weapons screening equipment; Basic use of Microsoft applications including Outlook for email communications and to create and maintain office calendars and schedules; Recognize, comprehend and differentiate between a variety of legal Court documents as related to fields of law (Criminal, Civil, Juvenile, etc.); Follow and adhere to workplace safety policies and procedures.

MINIMUM QUALIFICATIONS:

Minimum qualifications are used as a guide for establishing the requirements or any equivalent combination of education, training, experience, special skills and/or license that could likely provide the required knowledge, skills and abilities for this position as determined by the Court Executive Officer.

Education and Experience:

Graduation from High School or G.E.D. equivalent. Successful completion of 30 semester units of course work or combination thereof in the fields of Administration of Justice, Criminal Justice, law enforcement, security, public relations or another related field, from an accredited college, university, business or training school is desirable and may be substituted for the required experience.

Two years of increasingly responsible and direct person-to-person public contact, including interaction, managing/resolving conflict and providing customer service, support and/or security services in a Courthouse, courtroom, legal, private security, probation, corrections, law enforcement or other public safety environment.

SPECIAL REQUIREMENTS

Must possess a valid California Driver License; Must successfully complete a Court-approved CPR certification and first-aid training course during first six months of employment and required to maintain such certification thereafter; Pass a security clearance background, drug screen and fingerprinting; Travel may be required outside of Kings County to attend meetings, conferences and training as necessary. Court Security & Safety Officer wears a special/distinctive uniform as stipulated by the Court. Court employees must take the Oath of Allegiance.

Sufficient eyesight to distinguish objects across a courtroom, including ability to determine distance, depth perception and colors, use peripheral views; hand-eye coordination, hear and understand conversations when background noise is present; bend, stoop, crouch, stretch, twist or react quickly to respond to medical or other emergency situations. While performing the essential functions of this job, the incumbent may be required to frequently sit or stand for extended periods of time, move from place to place, reach with arms and use hands to handle, feel or grasp objects, tools or controls; Ability to lift, carry, move, push and/or pull items weighing up to 25 pounds; Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position and ability to climb, use a step stool, ladder and hand truck.

BENEFITS:

The Court offers a benefit package to its regular full-time employees (pro-rated if not hired at the beginning of the plan year) which includes thirteen [13] Court-approved holidays; Accrued sick/vacation (accrual based on hours worked, minimum 2 weeks/year); a Benefit Plan to purchase Medical, Dental and Vision Insurance, as well as Medical and/or Dependent Care Reimbursement, Short-Term/Long-Term Disability and Court-provided Life Insurance. A Retirement Plan is provided [2% at age 62] through California Public Employees Retirement System [P.E.R.S.]. A Classic P.E.R.S. Member Retirement Plan is offered [2% at age 55] only if the employee does not have a six-month break in service as a previous CalPERS member or retirement plan member that is reciprocal with P.E.R.S. An Employee Assistance Program is also provided.

CLOSING DATE: Closes on Friday, March 25, 2022, at 5pm.

Application materials can be submitted to the Human Resources Department by the filing due date. A résumé or faxed application cannot substitute for an original Court application.

The Court Application is available on-line at our website: www.kings.courts.ca.gov.

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]