

Job Description

Municipal Court Officer

SUMMARY: Under general supervision, performs process serving, court bailiff, and security functions to provide a safe and secure environment for customers, personnel and property in the Municipal Court.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

DUTIES AND RESPONSIBILITIES:

- Patrols and monitors interior and exterior building security utilizing surveillance cameras, x-ray machines, metal detectors, Closed Circuit Television (CCT) monitors and visual inspections before, during and after opening and closing of the facilities;
- Maintains order in the courtrooms including escorting witnesses, visitors and jury members to and from the courtroom;
- Serves and enforces various court documents following established court procedures;
- Responds to routine questions related to service of documents, forms, courtroom rules and regulations;
- Assists and/or arranges for transportation of confined prisoners to and from court according to established court procedures;
- Secures court in emergencies;
- Resolves routine problems encountered in performance of work assignments;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of:

- Federal, State, Arizona Supreme Court, and Yuma Municipal Court security enforcement rules, regulations, guidelines principles, practices and techniques;
- Arizona Peace Officer State Training Board (AzPOST) Firearms regulations, guidelines and methods;
- electronic security and safety systems operation and basic maintenance methods and techniques;

- Municipal Court courtroom established policies, practices and procedures;
- computer hardware, software and peripherals to enter, retrieve and maintain databases and related software;
- customer service methods and practices.

Skill in:

- understanding and following written and oral instructions;
- effective written and oral communications;
- responding appropriately to security and/or emergency situations;
- restraining, escorting, transporting and defending the public from potentially violent or out of control individuals;
- applying crisis intervention and prevention techniques up to and including the use of approved weapons;
- patrolling and monitoring building security utilizing surveillance cameras, x-ray, metal detectors, CCT monitors and visual inspections before, during and after opening and closing of the facilities;
- establishing and maintaining effective working relationships with others.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work may involve moderate to heavy work transporting prisoners in all types of weather. There is need to stand, walk, closely observe behavior of court visitors, inspect facilities for safety or security breaches, lift and carry heavy objects (up to 70 pounds) and perform other similar actions during the course of the workday. Vision and hearing is required to perform essential functions. Work may involve restraining potentially hostile and combative defendants and witnesses. Work requires extended periods of monitoring electronic surveillance cameras, x-ray, metal detectors and CCT monitors. The majority of duties are performed in courtroom and office environments. Work requires the use of a vehicle on City business, which must be operated safely.

MINIMUM QUALIFICATIONS: A High School Diploma or G.E.D., and three (3) years' law enforcement, process serving or related experience; or any equivalent combination of experience, education, and training which provides the knowledge, skills, and ability to perform these duties. Must be able to obtain and maintain AzPOST Firearms Certification and a valid Arizona Driver's License.

ADDITIONAL REQUIREMENT: An employee in this class is required to live within fifteen (15) miles of the City limits, and within the United States.