

JOB OPENING

Van Buren County Administration Building, 219 E. Paw Paw St., Suite 303, Paw Paw, MI 49079

Applications available from the Van Buren County Human Resources Division

Telephone: (269) 657-8253; FAX (269) 657-2547

An Equal Opportunity Employer

Rate of Pay: \$20.89 **Annually** **Hourly**

Posting Date: August 23, 2017

Full-Time /Part-Time 40 **per week/every other week**

Application Deadline: Until Filled

COURT SECURITY OFFICER

DEPARTMENT: Sheriff's Department

PURPOSE: Provide security for court complex building in Paw Paw.

SKILLS, KNOWLEDGE AND ABILITIES:

High school diploma or GED required.

Graduate of the Michigan Law Enforcement Officers Training Academy.

Citizen of the United States and a **resident of the State of Michigan required for 1 year** (Van Buren County residency preferred).

Previous experience as a law enforcement officer.

Ability to use firearms.

Knowledge of modern law enforcement practices and procedures.

Possess and maintain a valid driver's license, vehicle registration, and access to dependable transportation (satisfactory driving record required).

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS

May require daily travel to locations that are not barrier free.

May be required to work evenings or weekends.

Ability to walk, stand, and run for extended periods of time.

Pre-employment physical, drug screening, and comprehension exam required.

SUPERVISION REQUIRED

Work is performed under the general direction of the Sheriff's Department Administration. The court security officer reports to the Prosecuting Attorney's Office for authorization of charges and the signing of warrants.

The court security officer reports to judges to coordinate daily security assignments.

PRINCIPLE DUTIES

An employee in this class may be called upon to do any or all of the following (these examples do not include all the tasks in which the employee may be expected to perform).

Enforce regulations and preserve public peace for Van Buren County residents.

Investigate criminal and traffic offenses in accordance with the Michigan penal code and traffic statutes.

Apprehend violators.

Maintain contact with the Sheriff's department, acknowledge receipt of dispatches, and respond to emergency situations.

Provide accurate information for the preparation of statistical reports and for the prosecution of offenders.

Accompany inmates to court for arraignments, sentencing, and motions.

Appear and/or testify in civil, criminal, and/or traffic litigation cases.