

## **COURT SECURITY GUARD 1501**

### **Distinguishing Characteristics of Work**

This is entry-level work providing for the security and safety of the building and grounds of the court and its occupants. The security guard is responsible for operating, where available, a computer access system, CCTV monitoring, X-ray, metal detection equipment, and fire safety systems. The security guard makes scheduled rounds of the court building and property, including parking facilities, assists and direct visitors to the court, and investigates and reports suspicious or unusual circumstances to the proper authority. A security guard may be authorized to carry a firearm. A security guard may be required to work during non-operational hours of court, i.e., weekends, holidays, and nights. Work is performed under the general supervision of a Senior Court Security Officer or Marshal.

### **Education and Training Guidelines**

Graduation from a standard high school or a graduate equivalency diploma.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to operate sophisticated computer operated security systems for card key access, CCTV monitoring, X-Ray, metal detection, and fire safety equipment. Ability to dependably perform assignments without close supervision. Ability to communicate clearly and courteously with court visitors and court personnel. Ability to work harmoniously in a group setting. Ability to stand and walk for extended periods of time.

### **Special Requirements**

No conviction of a felony or misdemeanor involving perjury or false statement. No dishonorable discharge from the Armed Forces of the United States. Certified to administer first aid.

**Effective: March 18, 1996**

**Revised: May 1, 2003**