

Florida State Courts System Class Specification

Class Title: Court Security Officer I – District Court

Class Code: 1503

[Pay Grade 09](#)

General Description

The essential function of the position within the organization is to provide security for court building(s) and grounds. The position is responsible for screening visitors, monitoring activity utilizing video surveillance equipment, patrolling building and grounds, managing emergency situations, and performing related clerical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Screens visitors to court building utilizing x-ray and scanning equipment to ensure absence of dangerous materials or weapons.

Monitors activity in the courthouse and on the grounds using video surveillance equipment.

Performs periodic patrols of building and grounds to ensure safety and security of area of responsibility.

Provides assistance with fire safety and emergency evacuations in compliance with state and federal regulations.

Interacts with the public, fellow workers and other occupants of the building, providing information/directives and assistance as required.

Performs clerical tasks, such as writing incident reports, responding to e-mails, making journal entries into the computer security system or maintaining records.

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Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Computes or performs arithmetic operations.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes routine reports and e-mails using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

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Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact – affects only those in the immediate work area.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as magnetometers, surveillance equipment or guns. Carries a firearm and must meet and maintain high standards which are measured by a State prescribed firearms qualification course.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

High school diploma or GED, and one year of college or vocational school education in law enforcement or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Two years of related experience.

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Licenses, Training, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, training, certifications, or registrations required to enter the position.

Requires valid State of Florida Driver's License and Weapons Permit, successful completion of the Criminal Justice Standards and Training Commission's Basic Recruit Law Enforcement Course within one year of employment.

Additional Requirements:

Must be at least 19 years of age, a citizen of the United States, and a high school graduate, or its "equivalent", and pass physical examination.

Must not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States.

Americans with Disabilities Requirements

Physical Demands:

Refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

Unavoidable Hazards:

Refers to unusual conditions in the work environment that may cause illness or injury.

May be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, violence, disease/pathogens, traffic, explosives and radiation.

Sensory Requirements:

Refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

Requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

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Additional Requirements

Must be at least 19 years of age, a citizen of the United States, and a high school graduate, or its “equivalent”, or related experience in the military and pass physical examination.

Must not have been convicted of any felony or misdemeanor involving perjury or a false statement, domestic violence, or have received a dishonorable discharge from any of the Armed Forces of the United States.

Achievement of high standards on a state prescribed firearms qualification course and continued certification. Successfully completed the U.S. Marshal’s Service Court Security Training Course.

Americans with Disabilities Requirements

Physical Demands:

Refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

Unavoidable Hazards:

Refers to unusual conditions in the work environment that may cause illness or injury.

May be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, violence, disease/pathogens, traffic, explosives and radiation.

Sensory Requirements:

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Requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

Americans with Disabilities Act (ADA) Compliance

The Florida State Courts System is an Equal Opportunity Employer. ADA requires that adequate accommodations to qualified persons with disabilities are provided. Prospective and current employees are encouraged to discuss ADA accommodations with management.