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| ORGANIZATION: | City of Canby | DATE: | June 2010 |
| DEPARTMENT: | Finance & Court | UNION: | Non-Represented |
| TITLE: | Court Services Officer | FLSA STATUS: | Non-Exempt |

PURPOSE OF POSITION: The Canby Municipal Court recognizes the potential for violence or disruptive behavior before, during and after any court hearing. The purpose of the Court Services Officer is to protect and serve the Municipal Court, provide security and maintain order whenever court is in session. The arrest authority of a Court Service Officer is limited to that of a private citizen, except when acting under the specific direction of a judicial officer (e.g. a Judge orders that an individual be taken into custody). Therefore, warrant arrests by Court Services Officer are not authorized outside of the court building.

ESSENTIAL JOB FUNCTIONS:

Set up courtroom for court. Search the courtroom interior prior to each court session. Secure court room during breaks and at the end of the court session.

Screen all persons entering the courtroom. Utilize a hand held magnetometer for search of individuals or items of a suspicious nature. Search all containers, briefcases, packages, etc. entering the courtroom. Remind people to remove hats and turn off cell phones. Stay alert for suspicious persons or devices in or around the court. Monitor activity of persons inside the courtroom by observing movement and activity.

Act as Court Information Officer. Inform people about court procedures.

Limit access to the Judge's Bench and other restricted areas. Take people into custody as directed by the Judge.

Prevent criminal defendants who are in custody from having physical contact with anyone except police or security personnel in order to prevent passing contraband or weapons. May also limit or prevent verbal contact with defendants in custody as deemed necessary.

Maintain order in the courtroom by preventing unnecessary noises or talking in or adjacent to the courtroom. Remove any disorderly person from the courtroom. Care for and take custody of juries.

Acquire defendants file and place before Judge. Copy necessary paperwork for attorneys and defendants.

Physically and visually check defendant's vehicles for verification of repairs on equipment violations for confirmation at the direction of the Judge.

Report all maintenance problems regarding the facilities.

Search the defendant, remove property, secure with handcuffs, and walk defendant to the holding cell, or to the custody of an officer for transport as needed.

Conduct monthly testing of the panic alarm button. Coordinate the test with the monitoring agency.

Stay informed of upcoming court calendar events and communicate with court and police supervisors about special circumstances.

Manage and perform other projects, functions, and tasks, as assigned.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of police procedure and practices, applicable federal, state and local laws, codes, rules, regulations and ordinances, and operations of a criminal justice system and judicial process. Ability to understand complex oral and written instructions and act upon them accordingly; speak and write clearly and effectively; work without supervision; and organize job tasks under competing requirements. Ability to negotiate with diverse individuals and groups, and to retain composure in difficult situations. Ability to utilize law enforcement software and equipment, including firearm use and advanced knowledge of safety precautions. Must have ability to analyze situations and problems quickly and objectively to determine course of action. Equivalent to high school education and completion of DPSST Basic law enforcement training and state certification or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/QUALIFICATIONS/LICENSES: Must be at least 21 years of age, a U.S. citizen, and must not have been convicted of any crime punishable as a felony in any jurisdiction or a crime involving domestic violence (applicants with lesser criminal records will be evaluated on an individual basis). Must not have any discharge less than honorable from any branch of the military. Must possess a valid driver's license with an acceptable driving record.

Must qualify twice a year with a firearm and ammunition authorized by the Chief of Police. The Canby Police Department Range master or designee will conduct these qualifications. (See equipment requirement). Course of fire will be the standard DPSST 25 Yard TRC, minimum score of 80%. The duty weapon will be carried in a security retention holster that is authorized by the Chief of Police. Body armor is optional and the Court Services Officer must supply his/her own body armor.

The Court Services Officer must successfully complete Chemical Agent Training, Impact Weapon Training and a Use of Force test on an annual basis.

DESIRABLE REQUIREMENTS: Previous college-level training or additional experience in law enforcement. Knowledge of the community and surrounding area. Additional training related to police equipment or operations, e.g. first aid, CPR, hazardous materials, firearms training, LEADS general level certification, etc. Bilingual (Spanish/English/Russian).

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties may involve moving or wearing materials weighing up to 25 pounds on a regular basis; however may be required to move adults weighing up to 200 pounds on an infrequent basis. Position requires occasional lifting, pushing, pulling and carrying up to 50 pounds. Manual dexterity and coordination are required over 50% of the work period. Position may be required to deal with violent and combative individuals requiring considerable physical effort. Must have physical strength and agility to sufficiently perform the duties of this position.

Mental activities required include continuous decision making, interpersonal skills, teamwork, customer service, discretion, problem analysis, negotiation, reading, writing and speaking English, performing basic mathematics, and independent judgment and/or action.

WORKING CONDITIONS: Usual court room conditions. Contact with individuals who may become violent, combative, under the influence of drugs/alcohol, mentally ill or who have communicable diseases. Incumbent may be required to sit/stand for extended periods while performing various duties.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on policies and practices.

SUPERVISION RECEIVED: Works under the direction of the Police Chief. May receive guidance and leadership from the Court OSIV.