

**PERRY COUNTY COMMISSION
MARION, AL**

JOB DESCRIPTION

JOB TITLE: COURTHOUSE SECURITY OFFICER

DEPARTMENT: COMMISSION OFFICE

**SALARY RANGE: Security Officer - \$13.00 - \$15.80 per hour
Security Officer (APOST Certified Officer) \$15.00 - \$18.23 per hour**

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: SHERIFF

Subordinate Staff: None

Other Internal Contacts: County Officials; Commission Office Staff; Human Resources; County Commission Employees; Revenue Commissioner

External Contacts: General Public; District Attorney; Juvenile Service Division; DHR; Marion Police; Vendors; & Court Officers

Job Summary

Court House Security Officers are specialized professionals tasked with protecting courthouse visitors, litigants, jurors, witnesses and employees assigned to the courthouse through weapon screening while exhibiting the highest degree of vigilance and professional customer service.

Security Officers need to be alert, constantly watching for anything unusual. In the case of an emergency, they are responsible for calling for assistance from ambulance, police or fire services.

Essential Job Functions

- **Communication skills to effectively communicate with others especially in stressful situations.**
- **Good judgement in order to quickly identify the best course of action for dealing with dangerous situations as they arise.**
- **Observation skills in order to immediately notice anything out of the ordinary.**

- **Patience as they often spend long periods of time standing and observing what is going on around them.**
- **Ability to pass a pre-employment drug screening and random drug screenings.**
- **Must be in good physical condition and must be able to lift at least 50 lbs.**
- **Must be able to stand for long periods of time.**
- **Must be able to learn CPR and first aid.**
- **Must have good writing skills and good communication skills.**
- **Must be able to document an event as well as write a report.**

Skills and Qualifications

- **Communication skills to effectively communicate with others especially in stressful situations.**
- **Good judgement in order to quickly identify the best course of action for dealing with dangerous situations as they arise.**
- **Observation skills in order to immediately notice anything out of the ordinary.**
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Education and Training Requirements

- **Security Officer position requires a high school diploma or equivalent (GED)**
- **APOST Officers are required to maintain APOST certification.**
- **Must be certified to carry an (ECD) Electronic Control Device commonly called a Taser.**

Officer Experience Requirements

- **Security Officer requires no previous experience but a willingness to work and learn is required.**
- **APOST Certification is preferred but not required.**
- **Experience in video monitoring is helpful.**

Resumes maybe submitted to: rwade@perrycountyal.gov