



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 599.1

Job Title: **MUNICIPAL COURTS SECURITY OFFICER**

Pay Grade: 12

GENERAL SUMMARY:

Provide general security services to maintain the orderly and efficient operation of a municipal court.

RESPONSIBILITIES:

- Attend all sessions of the court and remain until dismissed by the judge.
- Conduct a physical inspection of the courtroom for security prior to and at the end of each court session. Secure the courtroom when court is not in session.
- Monitor and conduct daily inspections of all security equipment such as duress alarms, fire alarms, telephones and intercoms, fire extinguishers, and first aid kits.
- Inspect and search persons and personal effects for weapons at the discretion of the judge.
- Assist in seating court participants, spectators and jurors. Perform opening and closing ceremonies of the court.
- Enforce courtroom rules of behavior and issue warnings as needed. Enforce orders of contempt, securing defendant and assisting in processing contempt expeditiously for transfer of defendant to jail personnel for booking.
- Assist in verifying warrants against defendants on docket for pending cases. Serve citations relating to matters of the court when necessary to expedite trial or court procedures.
- Provide security both inside and outside of courthouse building.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED. Must have CPR training, or the ability to get CPR training within 6 weeks of hiring.

Skilled in effectively and tactfully communicating with a wide variety of people in sensitive situations as may be normally acquired through public relations training. Skilled in establishing and maintaining effective working relationships with judges, lawyers, City employees, and the general public. May require bilingual (Spanish/English) ability to talk to citizens who are not fluent in English. Knowledge of courtroom procedures sufficient to maintain efficient operations is also required.

SPECIFICATIONS: (continued)

EXPERIENCE:

One year of related work experience is required, preferably in a law enforcement agency. One year of military or police training may be substituted for the above experience requirement.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs, lawyers, judges and City employees. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Municipal Courts Security Officer

Effective: January 1996

Revised: October 1997