



**WASHINGTON NOTICE OF POSITION VACANCY**

806 West Main Street  
Monroe, WA 98272-2198  
(360) 794-7400 Fax: (360) 794-4007  
[www.monroewa.gov](http://www.monroewa.gov)

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**JOB TITLE: Court Security Officer**

**JOB NUMBER: 401-14**

**HIRING RANGE: \$20-\$24 PER HOUR. 8 HOURS PER WEEK**

**OPENING DATE: Monday, December 1, 2014**

**CLOSING DATE: Monday, December 8, 2014 at 5:00pm**

**SELECTION PROCESS:**

Please email resume, City of Monroe application, and cover letter (reference job number 401-14) to the [recruiting@monroewa.gov](mailto:recruiting@monroewa.gov) Application packet is available by visiting our website at [www.monroewa.gov/jobs](http://www.monroewa.gov/jobs)

**Summary:**

This position will perform security duties in support of the Municipal Court. The Court Security Officer will act as a specially commissioned Washington Peace Officer to maintain order and security in the Municipal Court and perform a variety of courtroom duties to ensure efficient operations of the Court.

Work hours are one day a week from 8:00 a.m. – 5:00 p.m. however, additional hours may be required for jury trials.

All applicants must pass a criminal background check and may be required to pass a psychological evaluation and polygraph test.

**ESSENTIAL JOB FUNCTIONS:**

- Screen all individuals entering the municipal court to prevent introduction of dangerous weapons or contraband into the courtroom.
- Notifies court staff of potentially dangerous defendants.
- Responds appropriately to unruly and/or out of control individuals in the court facility.
- Collects and maintains inventory of items taken during the court of daily activities.
- Coordinates with Monroe Police officers for the detention of persons with warrants or in-court commitments by the court, assists with arranging for the transfer of custody of arrested individuals to police or correction officers as appropriate.

- Carries an issued or personal firearm as outlined in the Monroe Police Department Policy Manual.
- Assists and directs the public.
- Assists court staff as requested by court administration.
- Opens/closes courtroom, inspects and secures courtroom, restrooms and surrounding areas of the court at the start and finish of each judicial session.
- Exercises appropriate discretion and uses good judgment in the performance of duties.
- Performs other duties as assigned.

**SUMMARY OF MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent.
- Three (3) years as a law enforcement officer or any equivalent combination of training/or experience that provides the required knowledge and experience for this position.
- Firearms certification equal to that of police department qualifications (yearly qualification).
- Possession of, or the ability to obtain within 30 days of hire a Red Cross First Aid/CPR/AED certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of basic courtroom practices, criminal justice system and associated terminology.
- Knowledge of record keeping techniques.
- Skill in proper use and care of firearms.
- Ability to handle emergency and conflict situations in a calm and effective manner.
- Ability to understand and work within the scope of authority.
- Ability to maintain confidential information.
- Ability to develop and sustain positive working relationships with all City staff. Ability to work effectively with diverse groups and individuals, including public agencies, elected and appointed officials, and the general public.
- Ability to work effectively and compassionately with crime victims and with others who may be in emotional distress.
- Ability to exercise discretion, tact, courtesy, and patience with difficult internal and external customers.
- Knowledge of maintaining and operating a portable breathalyzer unit.

- Ability to consistently use good judgment and discretion.
- Ability to communicate effectively both orally and in writing.

**The City of Monroe is an Equal Opportunity Employer**