

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

3 COURTHOUSE SECURITY OFFICER/BAILIFF (UNARMED) – SHERIFF’S OFFICE
\$17.71/hr - 40hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 03/05/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: COURTHOUSE BAILIFF

PURPOSE OF CLASSIFICATION

The purpose of this classification is to maintain security, safety, and order in the County court building and courtrooms.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides security in the court buildings and court rooms; observes and screens all persons entering the court building; operates metal detectors to detect and prohibit any concealed weapons or restricted objects into the court building; confiscates any prohibited objects or materials; conducts daily security search of interior and exterior of premises.

Serves as bailiff for court, as assigned; attends court sessions; ensures all court room activities are conducted in an orderly fashion and that persons in the court rooms behave appropriately; enforces policies and procedures to maintain court room security; provides instructions to jurors and other persons involved in court proceedings; and removes persons who become disruptive or threaten the safety of jurors, attorneys, witnesses, court officials or other persons in the court room.

Investigates criminal activity committed on Court grounds; arrests violators; issues citations; files police reports; gathers and processes evidence; assists with prosecution.

Provides information and assistance to persons entering the court building; directs visitors to appropriate staff and/or building locations; explains policies and procedures; and answers questions.

Assists court officials and personnel; assists with coordinating court operational activities; records court proceedings; disseminates legal documents to appropriate parties as requested; maintains daily operational logs and records; conducts records maintenance activities in compliance with guidelines governing record retention.

Maintains security equipment, such as panic alarms, metal detectors, security locks, radio equipment, etc.; conducts routine testing and calibration for equipment; washes and cleans equipment; monitors equipment operations to maintain efficiency and safety; reports faulty equipment for necessary maintenance work.

Prepares or completes various forms, reports, correspondence, incident reports, citations, work orders or other documents.

Receives various forms, reports, correspondence, tape recordings, citations, police bulletins, laws, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, officials, judges, lawyers, defendants, bonding agencies, law enforcement personnel, court personnel, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends shift meetings, workshops and seminars as appropriate

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of experience in security, law enforcement or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions; some essential functions may require exposure to adverse environmental conditions, such as weapons, violence, disease, or rude/irate customers.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.