



### CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Court Security Officer	<b>BAND/LEVEL:</b>	TEC II
<b>DEPARTMENT:</b>	Municipal Court	<b>JOB NO:</b>	5950
<b>DIVISION:</b>	Municipal Court	<b>DATE:</b>	12/1/2017
<b>REPORTS TO:</b>	Supervisor, Court Security	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	131
<b>REPLACES:</b>	Court Security Officer	<b>LAST REVISED DATE:</b>	3/25/2012

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**JOB SUMMARY STATEMENT:** Provides security and protection to employees and citizens in the courtrooms and office areas of the Municipal Court. Ensures good conduct and behavior that is compliant with the Overland Park Municipal Code. Operates the Weapon Screening equipment. Manages prisoner video arraignment and transportation of prisoners as required. Arrests and detains persons as ordered by the judge; coordinates confinement with the Johnson County Adult Detention Facility. Serves as courtroom bailiff. Transports daily deposits to the bank. Transports traffic tickets and Notices to Appear from police stations to the court clerk. Completes and secures all required paperwork.

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#### DUTIES AND RESPONSIBILITIES:

1. Provides direct physical security to all persons present in courtrooms and in the Municipal Court common areas. Provides security and protection to employees in the Municipal Court offices. Ensures good conduct and appropriate behavior. As a Law Enforcement Officer, provides enforcement of the law within the boundaries of assigned work area.
2. Serves as the court bailiff by calling the docket, announcing the judge, and providing the hard copy file for use in the courtroom.
3. Arrests, detains and transports prisoners as ordered by the judge. Coordinates confinement with the Johnson County Adult Detention Facility. Serves warrants on persons who voluntarily surrender. Coordinates appearance with the judge for police officers who have transported an arrestee for immediate appearance.
4. Operates the Weapon Screening equipment at the court entrance to insure compliance with Judicial Orders 2005-1 and 2007-3, authorizing an administrative search for weapons and seizure of the same.
5. Manages the video arraignment of in-custody prisoners from the jail. Completes all required paperwork for the same.
6. Deposits all cash receivables daily.
7. Completes criminal history record checks as needed.
8. Completes required fingerprinting of defendants as required.
9. Exhibits safe and appropriate care and use of firearms. Completes required training and qualifying procedures through the Police Department standard facilities. Uses force during duty situations as necessary and in compliance with Use of Force Standard Operating Procedure.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Certified Law Enforcement Officer issued through the Kansas Law Enforcement Training Commission. Possession of an appropriate, valid driver's license and maintain an insurable driving record.
- Must be a US citizen and at least 21 years of age.

### EXPERIENCE:

- Six months experience or an equivalent level of experience, as a certified law enforcement officer.

### SKILLS:

- Ability to communicate effectively in the English language, both in writing and orally.
- Ability to make and receive phone calls.
- Ability to use firearms safely and accurately.

### MENTAL REQUIREMENTS:

- Ability to recognize and avoid potentially hazardous situations.
- Ability to understand and apply department orders, rules, and regulations.
- Ability to interpret orders and procedures.
- Ability to perform many functions simultaneously.
- Ability to recognize suspicious behavior or unusual circumstances.
- Ability to adapt to different people, behavior, and circumstances.
- Ability to analyze situation and determine proper response.
- Ability to quickly develop action plan.
- Ability to control anger and maintain professional demeanor.
- Ability to apply judgement in security situations to effect appropriate resolution.
- Ability to understand and apply legal standards in performance of duties.
- Ability to establish priority at emergency scene.

### PHYSICAL REQUIREMENTS:

- Physical agility to safely operate motor vehicle in normal traffic.
- Possess the visual stamina and acuity to observe persons, places, and things both close up and at a distance.
- Ability to complete POPAT (Police Officer's Physical Agility Test).
- Hand and eye coordination adequate to input computer, typewriter, and copy machine.
- Hand and eye coordination and physical strength and dexterity to use police handgun.
- Possess a full lumbar range of motion with a minimum of 60-degree flexion and a minimum of 20-degree side bending.
- Possess a full cervical range of motion with a minimum of 45-degree flexion, minimum 50-degree rotation and minimum 30-degree side bending.
- Ability to communicate effectively in person and on the telephone.
- Ability to distinguish sounds encompassing a full range of tones and volume.

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.