



**VERMONT JUDICIAL BRANCH
ACCESS TO JUSTICE. SERVICE TO OTHERS**

**COURT SECURITY and SCREENING OFFICER
Effective Date: Created April 10, 2009**

Court: District and Family Court

Supervisor: Court Manager

Job Code: 99780J

Exempt/Non-exempt: Non-exempt

Pay Grade: 17

Union Eligible: Y

PURPOSE:

The court security & screener officer's primary responsibility is to greet and screen all persons coming through the public entrance of the courthouse. It is the screening officer's daily responsibility to inspect and operate all screening equipment. Screening equipment includes and may not be limited to an x-ray device, a metal-detecting walk-through doorway and a hand-held wand. The screening officer may be required to deny entrance to the court house in the event that a person does not cooperate with the security screening procedures. The security/screening officer is required to respond to emergency calls for security assistance within the court house and assists in restraining, transporting and/or detaining disruptive persons to the holding cells.

ESSENTIAL JOB FUNCTIONS:

- Extensive periods of time are spent standing and visually monitoring the entrance to the court house while screening all persons who arrive at the public entrance.
- Perform maintenance checks of the security screening equipment each day, including but limited to an x-ray device, a metal-detecting walk-through doorway and a hand-held wand.
- Greet and security screen all persons coming through the public entrance of the court house, to include an x-ray and hand-inspection of all hand-carried items; to identify any potential contraband, weapons, and glass containers.
- Perform a pat-down search when visual and device inspections do not/cannot provide an adequate level of security screening.
- Confiscate any weapons, potential weapons, and contraband and glass containers. Retain and then re-issue indentified items of concern such as pocket knives, scissors, tools, glass bottles, etc.
- The security & screening officer may be required to deny entrance to the court house in the event that a person does not cooperate with security screening procedures and/or if the person appears to be under the influence of any mood-altering substance.
- Provide information on court schedules and proceedings to interested parties.
- Control firearms security lockers for law enforcement personnel.
- Security Desk coverage as assigned.
- Sally Port coverage as assigned;
- The security/screening officer is required to respond to an emergency call for security assistance

within the court house and assists in de-escalating, restraining, transporting and/or detaining disruptive persons to the holding cells.

- Patrol the halls of the building to ensure that individuals are behaving appropriately, especially on high-volume calendar days;
- Notifies Sheriff's office of a prisoner transport and maintains security of the individual until relieved.
- Escorts defendants to the clerk's office to pay fines.
- Court security/screening officers may be assigned tasks, other than screening assignments, at the discretion of the Court Manager or Security Coordinator.
- Such assignments may include monitoring a specific area or person, performing office related tasks or assisting in any court related business as directed.
- Perform security check of the building at the close of business to ensure that appropriate doors are locked for the day and that members of the public have been cleared from the building.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

- High School Graduation or GED; and
- Two years of work experience involving security, or a profession that requires appearing in court e.g.: social worker, police officer, probation officer.
- Note: Up to one (1) year of the work experience may be substituted with college level courses in criminal justice, law enforcement and/or social work on a semester-for-six-months basis.

REQUIRED QUALIFICATIONS: A valid driver's license.

PREFERRED QUALIFICATIONS, JOB SKILLS AND ABILITIES:

An educational degree beyond the secondary school level; a high level of personal comfort with diverse technologies; and proven experience in providing the highest level of customer service to diverse populations.

P:jobspecs.union/ctoff.jobspec

Sources:

Classification Reconsideration Report, April 10, 2009;
Classification Panel Report, February 2, 2009