

VERMONT JUDICIAL BRANCH

COURT OFFICER B

Court: Varies

Supervisor: Varies

Job Code: 00180J

Exempt/Non-exempt: Non-exempt

Pay Grade: 15

Union Eligible: Yes

PURPOSE:

The court officer primary responsibility is the security of a courtroom. It is the officer's responsibility to assist in the orderly operation of the courtroom and to ensure the safety of the staff and users of the court. The officer provides general assistance to the judge by ensuring that business in the courtroom flows peacefully and orderly.

ESSENTIAL JOB FUNCTIONS:

- Performs security check of the facility, opens the courtroom and checks lights, heat, courtroom equipment and forms required and posts the daily schedule of all courts.
- Inspects cellblock and sally port every morning to ensure that no contraband has been left overnight, turns on all lights.
- Provides security for the judge, staff and persons within the courtroom.
- Supervises security arrangements, evacuation plans and takes charge in emergency situations.
- Checks in persons scheduled for court, insures all persons have the proper paperwork, directs the persons due in court to the proper courtroom.
- Provides information on court schedules and proceedings to interested parties and ensures all parties are present in court prior to the entrance of the judge.
- Announces the opening of court, administers oaths to witnesses, enforces proper courtroom decorum and supervises seating arrangements.
- Takes temporary custody of prisoners and releases them to an officer of the appropriate law enforcement agency.
- 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.
- Responsible for the security and coordination of the jury, while in court, deliberating and if sequestered.
- Ensures all jury members enter the courthouse through the designated entrance and prevents contact with other persons.
- Serves papers as directed by the judge or court clerks.
- Performs office related tasks or assists in any court related business as directed.
- Conducts security checks of all floors throughout the day, responds to security problems at the customer service counter.
- Conducts weapon screening as needed.
- Performs security checks of the building at the close of the business day, checking lights, heat, air conditioning and locks.
- Ensures that the general public has left the building.
- Court officers may be assigned tasks, other than courtroom assignments, at the discretion of Chief Court Officer or the Court Operations Manager. Such assignments may include monitoring

a specific area or person, performing office related tasks or assisting in any court related business as directed.

- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

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: A valid drivers license is needed.