

Clinton County, Iowa
Job Description

Clinton County Sheriff's Office

Job Title:	Part-time Bailiff/Security Officer	Job Code: N/A
Department:	Law Center & Courthouse Security Administration Building Security	Pay Grade: N/A
Reports to:	Chief Deputy or Sheriff	FLSA: Non-Exempt
Salary Range		

SUMMARY

The primary security for the Clinton County Courthouse and Administration Building. Bailiff/Security Officer's priority is to provide safety and security during business hours of county buildings.

Essential Job Duties and Responsibilities:

- Bailiffs at the courthouse are responsible for screening of all persons entering the courthouse by utilizing a walk through metal detector and using a hand held unit for more detailed searches.
- They will screen all personal items visually or by sending items through an x-ray machine.
- They are also responsible for security in court rooms, offices, meetings rooms and common spaces used by the public.
- Security Officers at the administration building are responsible for high visibility presence and response for request for service and disturbances when assigned to this building.
- Bailiffs/Security Officers are also responsible for responding to alarms and calls for assistance within the respective buildings they are assigned to.
- Additionally responsible for assisting the public to locate services needed when visiting the county buildings.
- Perform other duties as assigned.

Minimum Qualifications Requirements - (Education and Experience):

High School Diploma, general education degree (GED), High School Equivalency Test Certificate (HiSET). Has been certified by a state law enforcement academy as a peace officer or reserve; military police training is acceptable in lieu of a state peace officer certification.

Job Description:

Minimum Qualifications – (Knowledge, Skills and Abilities)

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups, present information and respond to questions from groups.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume and distance..

Reasoning Ability

- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

- Basic personal computer skills.

Planning/Organization:

- Prioritize tasks.

Work Environment:

- Primarily performs duties in an indoor office environment.

Physical Demands:

- Sitting/Standing: Remaining in the seated position or on one's feet in an upright position for long periods of time.
- Walking: Frequently.
- Lifting: Occasionally raising or lowering an object from one level to another (includes upward pulling) up to 50 lbs.
- Carrying: Occasionally transporting an object, usually holding it in the hands or arms, or on the shoulder.
- Fingering/Handling: Frequently seizing, holding, grasping, turning, picking, pinching, or otherwise working with hand, hands, or fingers (e.g. operating a computer and other office machinery, preparing written materials for public distribution).
- Talking: Frequently expressing or exchanging ideas by means of the spoken word to impart oral information to others, including members of the public, and to convey detailed spoken instructions to others accurately.

Job Description:

- Hearing: Frequently communicating with others, including members of the public. Must be able to interpret questions and exchange accurate information in these situations.
- Vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading; and determining the accuracy, neatness, and thoroughness of the work assigned. Some tasks require the ability to perceive and discriminate colors or shades of colors.
- Climbing, Balancing, Stooping, Kneeling, Crouching or Crawling – Occasionally.

Certificates, Licenses, Registrations:

- Must possess a valid state driver's license.

Supplemental Information:

- Part-time position and hours may vary between 7:00am-4:30pm.
- The successful completion of a background investigation, MMPI & M*Pulse psychological evaluations, medical screening and drug testing

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.