

Please Ensure That Minimum Requirements Are Met Before Submitting!

JOB TITLE: COURTHOUSE SECURITY OFFICER (PART-TIME)

DEPARTMENT: SHERIFF'S OFFICE

MUST MEET MINIMUM REQUIREMENTS: High school diploma or GED; supplemented by any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain of valid Georgia driver's license. Must be a minimum of 18 years of age. Will be required to attain and maintain additional certifications specific to assigned unit.

SALARY: \$10.69 HOURLY

DATE POSTED: 01/25/10

NATURE OF WORK: The purpose of this classification is to provide security screening of visitors and employees entering the Harold R. Banke Justice Complex and Courthouse Annex # 3. The primary function is to prevent unauthorized weapons, contraband items, and persons from being introduced into their facility and to sound the alarm in case of any unusual incidents.

SOME OF THE ESSENTIAL JOB DUTIES INCLUDE: Conducts security screening of all persons entering the courthouse facilities secured by the Sheriff of Clayton County to ensure unauthorized weapons, contraband items, or persons are not introduced into the facilities; operates security screening equipment designed to detect weapons, and observes security camera monitors to ensure the secure perimeter or either facility is not breached or to alert sworn personnel of unusual and/or significant events; completes a variety of forms, logs, requests, records, reports, and correspondence, and other documents associated with the daily responsibilities of this position; attends department meeting, seminars, and specialized training sessions as required to remain current with departmental and state standards, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws; escorts and supervises systems which control secured doors, elevators, cameras, camera monitors, and intercoms which permit movement both to and from the secured areas of the jail to the courtroom, and observes the activities of inmates and Deputy Sheriffs while transports are conducted; operates department telephone switch board and transfer callers to the appropriate section (s) according to the caller's needs; operates county computer systems to inquire about information concerning court appearances. Performs other related duties as required.

Tasks require the ability to exert moderate physical effort which typically involves some combination of stooping, kneeling, crouching, lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects up to 100 pounds. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

SELECTION PROCEDURE: Selection will be made from a register of eligible applicants that may be established by education, work experience, personal interview, criminal history, and credit check.

TO APPLY: Applications will be accepted in Human Resources, 120 Smith Street, Jonesboro, Georgia until the position is filled.

Clayton County, Georgia, 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.