



Montour County Sheriff's Office

Security Officer

Job Description:



PAY RATE:

\$16.50/Hour – 35 Hours per week

Monday through Friday – 8:30am – 4:30pm

Hours may vary, flexibility required for additional hours, weekends.

OVERALL OBJECTIVE OF JOB

To provide security for the courts / staff and safety to the general public in county buildings; to assist with transfer of prisoners and maintaining records as required.

ESSENTIAL FUNCTIONS OF JOB

1. Provides security for judges, staff and general public within the courthouse.
2. Utilize handcuffs, leg irons, restraints when and if needed.
3. Assist in transferring prisoners or perform other job related duties.
4. Interacts with staff, state police, sheriff, and other federal, state or county institutions and general public.
5. Assist in training.

OTHER DUTIES OF JOB

1. Attends training, in-services or seminars as required.
2. Assist in general duties as advised by the Sheriff.

SUPERVISION RECEIVED

Receives instruction and supervision from Chief Deputy Sheriff and judges regarding daily work duties.

WORKING CONDITIONS

1. Works indoors in crowded work space with adequate temperatures, ventilation and lighting.
2. Normal exposure to noise and disruptions but moderate degree of stress.

3. Normal indoor exposure to dust/dirt.
4. Periodically work beyond normal work hours or works on-call or on an as-needed basis.
5. Work daily with volatile and potentially hostile or aggressive clients.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to pay close attention to details and concentrate on work.
3. Must be able to sit and stay alert for long periods throughout the workday, with intermittent periods of standing, walking, bending (e.g. placing leg irons on clients), twisting and reaching, as necessary to carry out job duties.
4. Must be able to, with or without assistance, separate uncooperative persons by pushing, pulling, using locks, grips, or holds.
5. Must be able to, with or without assistance, physically restrain (e.g. handcuff or hold).
6. Must be able to, with or without assistance, hold and/or grip wrist(s), arm(s), belt, etc. of struggling client to prevent escape.
7. Must successfully undergo a physical examination post-offer/pre-employment, and every two years thereafter or prior to returning to work after an extended work absence due to medical reason, certifying ability to meet physical requirements.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent required. On-the-job professional training in use of firearms and weapons also required. Act 235 and/or 120 preferred or willing to be trained. Three months of related experience or training required.

B. CRIMINAL BACKGROUND

Must successfully undergo a criminal background check and be able to own/possess a firearm.

C. WORK EXPERIENCE

3-6 month working experience in courts, law or related department preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to hear, speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.

3. Must possess ability to function independently, have flexibility and the ability to work effectively with prisoners, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed to carry out essential job duties.
6. Must possess technical knowledge of safely and properly utilizing firearms and other weapons, and security equipment
7. Must be able to make observations necessary to reasonably determine if an individual is under the influence of drugs or alcohol.
8. Must be able to read office forms and small print.
9. Must be able to recognize a person previously known based on physical characteristics and facial features from a distance of 30 to 100 feet.