

**WALLA WALLA COUNTY  
POSITION DESCRIPTION FORM**

**JOB TITLE:** Court Security Officer

**DEPARTMENT:** Sheriff's Office

**DIVISION:** Operations

**PAY GRADE:** 3

**HOURS:** Full-time (40 hrs./wk.); Benefits Apply **OR**  
Part-time (not to exceed 70 hours per month); No Benefits

**REPORTS TO:** Undersheriff

**JOB SUMMARY:** The Court Security Officer is a limited special commission position that provides first line security for Court Houses and adjacent areas.

**SUPERVISORY RESPONSIBILITIES:** None.

**ESSENTIAL FUNCTIONS:**

- Shall ensure that all people entering the court building are screened for prohibited items, not allowing prohibited items to be brought into court building, except for official law enforcement personnel.
- Remain alert and focused on all activity in the controlled area. Be aware of the comings and goings of visitors; in an effort to notice patterns of behavior that could be concerning.
- Be physically and psychologically capable of defending self, or others, in confrontations when a dangerous situation presents itself or with uncooperative individuals.
- Maintain strict confidentiality due to the position and the nature of law enforcement.
- Maintain the physical ability to walk court buildings to monitor external perimeters and internal hall ways.
- Maintain the ability to use technology to read, communicate and write reports when needed.
- Successfully demonstrate handgun proficiency and appropriately carry said weapon while on duty.

**EXAMPLE OF DUTIES:**

- Greet court visitors and ensure that prohibited items are not brought into restricted areas.
- Coordinate schedules with court staff to ensure proper security coverage for daily business and trials.
- Discuss needs with Sheriff's Office staff to ensure that the security check point is appropriately supplied and operational.
- Immediately report and/or respond to emergencies to provide necessary assistance to employees and visitors.

- Notify law enforcement when concerning behavior is identified; paying particular attention to any unattended articles.
- Check and maintain ingress and egress routes so that they remain clear.
- When time permits walk the internal halls and external perimeter of court buildings, paying attention to any possible security breaches.
- Report possible building security breaches to Sheriff's Office on-duty patrol supervisor.

**EQUIPMENT TO BE USED:** Use a personally owned, department approved, firearm or Sheriff's Office issued firearm, less lethal protection device, as well as general office equipment, networked computers, cellular phone, and a multi-line phone.

**WORKING ENVIRONMENT / PHYSICAL ABILITIES:** Work is performed indoors in a potentially hazardous environment which may include working in close proximity to confrontational and violent persons, exposure to blood-borne pathogens and/or disease-causing organisms, or forcibly restraining uncooperative individuals. Work may occasionally require strenuous physical effort and physical agility and the ability to lift up to 50 pounds. Necessary abilities include, but are not limited to, manual dexterity, visual acuity and sufficient hearing and speech ability to communicate verbally.

**KNOWLEDGE AND ABILITIES:**

- Ability to develop and maintain positive working relationships with court staff and the law enforcement community.
- Ability to develop and maintain positive interactions with the public and community.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently and as a part of a team.
- Ability to negotiate and resolve conflict in a constructive manner.
- Ability to demonstrate sound judgment and make decisions.

**EDUCATION AND EXPERIENCE:** Two years of certified corrections or certified law enforcement experience required. Related relevant experience will be considered. AA degree, or higher, is preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Must be a citizen of the United States or a lawful permanent resident who can read and write the English language.
- High school diploma or equivalent.
- Be a least twenty-one (21) years of age.
- Have no record of felony conviction.
- Have no record of gross misdemeanor conviction for crime involving controlled substances or physical harm.
- Satisfactorily pass the Sheriff's Office records check and background investigation.
- Maintain a valid driver's license and vehicle insurance coverage.

Policy No. 10.09.01  
Civil Service Approved Date: 07.09.2020  
HR Effective Date: 07.13.2020

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**