



Sheriff Deputy, Court Services (2620)

FLSA Status: Non-Exempt

Pay Grade: 16

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to provide security for the Bulloch County Courthouse and Judicial Annex, serve subpoenas, civil processes and warrants, and transport inmates for court purposes.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures adherence to established safety procedures; informs personnel of changes in laws, rules, policies, and procedures; initiates any actions necessary to correct deviations or violations; and recommends or administers discipline for violations of rules/regulations.

Provides security for judicial buildings and legal proceedings: ensures the proper functioning of computer controlled electronic lock system and security cameras; maintains a security presence to ensure safety of court personnel, to identify and prevent disturbances of court proceedings, and prevent violence or use of weapons; assists with courtroom proceedings and documentation process as required; conducts security checks of courthouse offices, judges' chambers, parking lots, or other areas of courthouse; performs electronic and visual security screening of jurors, spectators, or other individuals; assists detention officers with security/management of inmates in court; and secures and detains new prisoners.

Serves subpoenas, civil processes and warrants: arrests individuals named in warrants: conducts investigations to determine location of individuals named in criminal and civil papers; performs extradition of alleged criminals from other jurisdictions to satisfy open warrants; executes lunacy or juvenile pickup orders; and transports prisoners to County jail, medical facilities, mental institutions, or juvenile detention center.

Transports inmates to and from assigned locations such as courts, jails, detention center, correctional institutions, prisons, medical facilities, regional youth detention centers, or elsewhere as appropriate: receives transportation orders; restrains, escorts and secures offenders; provides safety and security during transport; maintains security of transported offenders during court; and prepares and submits related paperwork.

Communicates with supervisor, judges, attorneys, Court Clerk, local and state probation departments, other law enforcement agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including warrants, subpoenas, court calendars, forms/reports, etc.; processes, forwards or retains as appropriate;

prepares or completes various forms, reports, correspondence, and other documentation, including policy and procedure manuals, incident reports, etc.; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Maintains current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating court security and law enforcement; maintains an awareness of new trends and advances in the profession; and attends workshops training sessions, and meetings as needed.

Performs other related duties as required.

Minimum Qualifications

High school diploma or GED required; supplemented by one year of experience in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific license or certification required: Must possess and maintain Georgia driver's license. Must possess and maintain Georgia Peace Officer Standards and Training (POST) Certification.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), 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.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. Performance of essential functions may require exposure to adverse environmental conditions, such as noise extremes, traffic hazards, animal/human bites, explosives, firearms, violence, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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