

Medina Municipal Court Part-time Security Guard

SUMMARY

This is a part-time Security Guard position for Medina Municipal Court. Security Guards are responsible for the safety of those in the courthouse including removing people if they are disruptive and screening people entering the building for weapons.

ESSENTIAL DUTIES AND RESPONSIBILITIES – include the following: (other duties may be assigned.)
This position directly reports to the Chief Bailiff.

1. Provide security for the Court and possess the ability to effectively handle potentially volatile situations.
2. Secure Court sessions by providing protection and assistance for court personnel and the public.
3. Operate Court metal detectors while screening all visitors, as well as briefcases, purses, packages and personal items entering the Court building in order to detect concealed weapons, hazardous objects and contraband.
4. May assist in securing and clearing the building in emergency situations, or as dictated by the situation. May assist in enforcing safety regulations, rules and laws to ensure the safety of judge, court personnel, attorneys, other law enforcement personnel, prisoners, inmates, visitors and the public.
5. Work independently to resolve urgent issues, process orientated with high attention to detail and triage a problem quickly providing precise/clear information while working under minimum supervision.
6. Ability to provide excellent customer service.
7. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. It is imperative that probation officers are physically able to meet the physical demands of the job including, but not limited to, the ability to stand, or walk at least eight (8) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **Must be certified by Ohio Peace Officer Training Commission (OPOTC) to carry a weapon and re-qualify for firearms certification annually and be able to provide certification as proof.**
2. Must provide personal firearm.
3. Good written and verbal communication skills
4. Ability to organize and prioritize duties.
5. Valid Ohio Driver's License.
6. First Aid knowledge/training.

EDUCATION and/or EXPERIENCE

At least three years of verifiable experience as a certified law enforcement officer or its military equivalency. The experience must have included general arrest authority.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

Please submit your resume and cover letter to mmc@medinamunicipalcourt.org Attn: Security Guard
