

**CITY OF GROSSE POINTE  
JOB DESCRIPTION**

**COURT OFFICER**

**Position Summary:** This employee is responsible for maintaining order and providing security while situated in courtrooms. Along with guarding juries and enforcing rules of the courts, Court Officers open court by announcing the judge's arrival and close court by announcing the judge's departure. They may call witnesses to the stand and present the oath before witnesses take the stand. Court Officers might also provide administrative support to judges and jurors, stock courtroom supplies, deliver court documents and take custody of offenders.

**Report to:** Court Administrator / Judge

**Supervises:** N/A

**Rate of Pay:** \$25/hour (minimum four hour shift/usually bi-monthly)

**ESSENTIAL JOB FUNCTIONS:**

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties, which the employee may be expected to perform.

An employee in this position may be called on to do any or all of the following essential duties.

1. Court Officer

- Monitor court security.
- Operate metal detector.
- Perform physical searches of visitors to the Court.
- Liaison between attorneys and Judge.
- Emergency First Aid
- Prisoner processing.
- Prisoner transportation.
- Docket/case-file management.
- Coordinate video arraignments
- Take custody of offenders.

2. Community Presence

- Monitor the surroundings while performing all duties and communicate with Officers and Court Staff.
- Represent the City in a positive and professional manner when performing duties.

3. Perform related work as required.

## **MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- Must have good people skills
- Understanding of basic computer usage (spreadsheets and Microsoft Word).
- Ability to learn and use video arraignment equipment.
- Certified in CPR/AED
- Ability to prepare accurate written records and reports.
- Ability to work effectively with the public and with other employees.
- Ability to communicate, see and hear effectively to complete previous listed duties.
- Graduation from an accredited high school.
- Bachelors in Criminal Justice and/or ten years of progressively responsible professional law enforcement experience.
- Valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Ability to lift and move items of moderate to heavy weight, such as barricades, on an occasional basis
- Valid CPL holder
- Ability to satisfy MCOLES qualification for active duty firearms
- Ability to work constructively and interact professionally with other employees, colleagues in other departments, elected officials, the general public, the media, contractors, and representatives of other public agencies.

## **Physical Requirements and Work Environment:**

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends the majority of their time standing in the court room helping to keep the efficient movement of court cases through the Court. The employee may be required to stand or walk for extended periods of time. Some assignments may require working outside and exposed to the elements. On occasion an employee in this position may be required to set up, arrange or remove chair, benches or tables of moderate to heavy weight. An employee in this position may be required to take physical control on an unruly person in the Court Room at the Judge's request. The employee may be required to work with or take direction from Police Officers also present in the Court Room.