

Ogemaw County Job Description

Part-Time Courthouse Security Coordinator

General Summary

Ogemaw County is committed to providing for the protection of people and property, security, safety, and order within the Ogemaw County Courthouse.

Under the supervision of the County Administrator, the Courthouse Security Officer is a professional dedicated to the preservation of peace and the protection of lives and property. This position is also responsible for overseeing the day-to-day operations of the Ogemaw County Courthouse Security detail.

Essential Functions

1. Assist with courthouse entry screening during operational hours, including monitoring metal detectors and security scanners.
2. Monitor courthouse security cameras and report suspicious or unusual activity.
3. Assist in maintaining order and security in courtrooms and public areas as needed.
4. Respond to courthouse alarms and assist with emergencies.
5. Conduct daily security walkthroughs of courtrooms, jury rooms, public areas, and offices.
6. Maintains scheduling, shift assignments, training, and payroll duties for the courthouse security team.
7. Receives and forwards information to Bailiffs regarding security activities within building.
8. Assist with opening and securing courthouse access points during assigned shifts.
9. Report maintenance or repair needs related to courthouse safety equipment.
10. Support courthouse staff and administration in maintaining safety protocols and emergency preparedness procedures.
11. Shall abide by all the policies and procedures set in place for Ogemaw County Employees.

Other Functions

The above duties are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all duties assigned.

Employment Qualifications

Experience: To be eligible to apply for the Courthouse Security coordinator position, an applicant should have previous job experience in one or more of the following fields:

- Law Enforcement
- Corrections
- Security

- Military Service

A minimum of 2–3 years of related experience is preferred.

Physical Requirements

Employees are required to maintain a level of physical fitness that will allow them to perform their duties effectively. If a question arises as to an employee's ability to perform regular duties due to an apparently low level of health or fitness, the employee may be required to submit to a physician's examination. The county will choose the physician. If the employee is deemed unfit for duty, a procedure will be put in place to raise their fitness level to an acceptable level. In certain situations, employees may be placed on administrative leave, with or without pay, until their fitness level is brought to an acceptable point to return to active duty.

Required Knowledge, Skills, and Abilities

1. Must be self-motivated
2. Good organizational skills
3. Must be proficient in the use of computers
4. Ability to communicate clearly, verbally, and in writing
5. Ability to work professionally with courthouse staff, elected officials, and the public
6. Strong understanding of courtroom security principles
7. Ability to make sound decisions during emergencies or high-stress situations
8. Ability to handle sensitive situations professionally and objectively
9. Ability to remain alert and attentive for extended periods
10. Ability to de-escalate tense situations effectively

Working Conditions

Works in office conditions. Frequent interactions with county employees, elected officials, and members of the public conducting business at the Ogemaw County Courthouse.

Schedule

This is a part-time position. Hours may vary based on court schedules, special proceedings, and security needs.

Compensation

Compensation is \$22.71 per hour.