

Ogemaw County Job Description

Part-Time Courthouse Security Officer

General Summary

Ogemaw County is committed to protecting people and property while maintaining safety, security, and order within the Ogemaw County Courthouse.

Under the supervision of the County Administrator, the Part-time Courthouse Security Officer is a professional dedicated to maintaining peace and protecting lives and property.

Essential Functions

1. Provide courthouse security during operational hours, including entry screening of all persons entering the courthouse using designated security equipment.
2. Monitor courthouse security camera systems and report suspicious activity or security concerns.
3. Maintain security and order in courtrooms, including Circuit, District, Probate, and Friend of the Court proceedings as needed.
4. Respond to courthouse alarms and security incidents within the building.
5. Conduct routine security sweeps of courtrooms, public areas, jury rooms, and designated offices at the beginning and end of assigned shifts.
6. Assist with opening and securing courthouse entrances and exits during assigned work hours.
7. Assist with emergencies, including evacuation procedures and coordination with emergency responders.
8. Follow and comply with all county policies, procedures, and courthouse security protocols.

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: Applicants should have experience in one or more of the following fields:

- Law Enforcement
- Corrections
- Security
- Military Service

Prior courthouse security experience is preferred but not required.

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. Basic computer proficiency
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 \$21.71 per hour.