

SECURITY GUARD

Non-Exempt

Position Description

OVERALL OBJECTIVE OF JOB

To provide security as directed by the Sheriff or his designee for the employees and general public in the courthouse and any other county property; to assist with transfer of prisoners and general maintenance of department records as assigned.

ESSENTIAL FUNCTIONS OF JOB

1. Provides security for employees and general public within the courthouse and other county property.
2. Assist in transporting inmates to/from federal, state or county institutions and courthouse as directed by the sheriff or his designee.
3. Utilize handcuffs, leg irons, restraints when and if needed.
4. Travels periodically to assist in transferring prisoners or perform other job related duties.

OTHER DUTIES OF JOB

1. Any other assigned duties as required.

SUPERVISION RECEIVED

Receives instruction and supervision from Chief Deputy, office manager, or designee regarding daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors and outdoors in crowded work space with adequate temperatures, ventilation and lighting.
2. Normal exposure to noise and disruptions but moderate degree of stress.
3. Normal indoor exposure to dust/dirt.
4. Periodically work beyond normal work hours or works on-call or on an as-needed basis.
5. Work daily with volatile and potentially hostile or aggressive clients.

DRESS CODE

1. Will agree to wear appropriate dress slacks, dress shirt, tie and shoes.
2. Proper haircuts and minimal facial hair.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to pay close attention to details and concentrate on work.
3. Must be able to sit and stay alert for long periods throughout the workday, with intermittent periods of standing, walking, bending (e.g. placing leg irons on clients), twisting and reaching, as necessary to carry out job duties.
4. Must be able to, with or without assistance, separate uncooperative persons by pushing, pulling, using locks, grips, or holds.
5. Must be able to, with or without assistance, physically restrain (e.g. handcuff or hold) client.
6. Must be able to, with or without assistance, hold and/or grip wrist(s), arm(s), belt, etc. of struggling client to prevent escape.
7. Must be able to dodge airborne objects; block or evade blows, punches, kicks, etc. with arms, hands and legs.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent required. On-the-job professional training in use of firearms and weapons also required. Preferred Act 235 or obtained in a reasonable time frame at the applicant expense and their own time. Three months of related experience or training required.

B. CRIMINAL BACKGROUND

Must successfully undergo a criminal background check.

C. WORK EXPERIENCE

Must agree to a three (3) month training probationary period.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to hear, speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess good communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with prisoners, co-workers and others.
4. Must possess ability to maintain confidentiality in regard to client information and records.
5. Must possess a valid Pennsylvania driver's license and a willingness to travel as needed to carry out essential job duties.
6. Must possess technical knowledge of safely and properly utilizing firearms and other weapons.
7. Must possess some knowledge of court procedures, warrants and arrest procedures and ability to relate same to job duties as required.

FAYETTE COUNTY

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- 8. Must be able to make observations necessary to reasonably determine if an individual is under the influence of drugs or alcohol.
- 9. Must be able to read office forms and small print.
- 10. Must be able to recognize a person previously known based on physical characteristics and facial features from a distance of 30 to 100 feet.

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I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF COURT CONSTABLE AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.