

*Superior Court of the State of California
County of Shasta*

PUBLIC SAFETY SERVICE OFFICER—COURT

DEFINITION

Under the general supervision of a Sergeant, a Public Safety Service Officer—Court is a nonsworn position that assists sworn personnel by handling nonhazardous support responsibilities in the Marshal's Department; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a generalist nonsworn classification that performs a wide variety of law enforcement support tasks, which do not require the exercise of peace officer powers of arrest or firearms. Service Officers are paraprofessional civilian personnel utilized to augment sworn members in the performance of their primary custody/enforcement responsibilities. Positions in this classification are distinguished from the Deputy Marshal by the lack of direct responsibility for physical restraint of prisoners and protecting life and property.

EXAMPLES OF DUTIES

- Maintains building security; screens for potential weapons at entry to the courthouse; visually inspects belongings of individuals for explosives and weapons using x-ray machine; ensures persons entering do not possess weapons; secures and maintains control of items not permitted in the courthouse; maintains logs of property held/released; assists sworn officers with inspection of building prior to opening and closing of building.
- Coordinates communications with Court and field deputies via radios and phone; maintains status of personnel and equipment; assists sworn staff in compiling information for threat assessments on individuals attending Court; monitors security equipment and alarms; issues cardkeys and maintains cardkey files; monitors operation of cardkey system for proper functioning.
- Maintains a variety of logs/databases as needed; maintains courtroom statistics on bailiff hours on homicide cases for state reimbursement reviews and corrects daily time reports; conducts inventory and maintains inventory records; performs general office duties.
- Prepares and presents cases to District Attorney's Office for review and issuance of complaints; maintains records of cases sent to District Attorney; operates CLETS computer terminal to access criminal history information; follows up on cases not returned or declined by District Attorney's office.
- Assists in training other employees.

EMPLOYMENT STANDARDS

Education

Completion of 15 college semester units in criminal justice is desirable and can substitute for work experience.

Experience

Some experience in public contact work or general clerical work.

Knowledge of:

- Modern office procedures and practices.

Ability to:

- Deal tactfully and courteously with the public;
- Perform clerical work and make simple arithmetical calculations;
- Learn to operate a computer terminal;
- Work effectively under pressure with frequent interruptions;
- Exercise good judgment in making decisions according to existing statutes, rules, regulations, and policies;
- Use discretion and mature judgment in the handling of sensitive and confidential information;
- Establish and maintain harmonious working relationships with other employees;
- Complete Post Public Safety Dispatcher training and weapons screening training.

SPECIAL REQUIREMENTS

- Possession of a valid California Class C driver license with an acceptable driving record.
- Pass an extensive background check.
- All Court employees must take the Oath of Allegiance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is frequently required to sit, stand, move from place to place, and reach with hands and arms. The employee is occasionally required to stand, walk, climb, or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The specific hearing abilities required by this position include distant, peripheral, and nearby.

WORKING CONDITIONS

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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; risk of electrical shock; explosives; risk of radiation; and vibration. A video display terminal is used on a daily basis. The noise level in the work environment is usually moderate. The employee must be able to handle multiple tasks with shifting priorities and with occasional interruptions of planned work activities from telephone calls, Court visitors, and response to unplanned events. There may be periodic contact with angry and upset individuals.