



# Greenwood County, SC

## Job Description

FLSA: Non-Exempt

Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Courthouse Security/Limited Duty

Department: Sheriff

Pay Grade: 105

Revised: 7/1/15

### General Description

The purpose of this class within the organization is to provide courthouse security; performs general law enforcement duties to ensure the strict enforcement of state and local laws relating to public safety and welfare. Maintains order and peace with in the lobby, courtrooms, offices and parking lot.

Works under close to general supervision according to set procedures, but determines how or when to complete tasks.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.**

### Essential Functions:

Screens individuals and packages entering the courthouse physically and with metal detectors to detect hidden weapons or contraband.

Responds to any disturbances or calls for assistance requiring law enforcement inside courthouse and courthouse grounds.

Delivers all bank deposits to the bank and returns all deposit slips and change orders to each office.

Opens courthouse in the morning and closes and secures the courthouse for the night.

Conducts security checks of vehicles, building exteriors and building interiors.

Provides information and assistance to the public.

### Additional Duties:

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Assist with escorts and transports prisoners and mental health patients as required.

Prepares and submits detailed work records and reports.

Maintains assigned equipment and vehicles.

Accomplishes general clerical work to maintain logs, prepares reports and correspondence, enters and retrieves computer data, copies and files documents and answers the telephone.

Performs related work as assigned.

## **Responsibilities, Requirements and Impacts**

### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Speaks with or signals to people to convey or exchange information of a general nature.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

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## **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses basic addition and subtraction, such as making change or measuring.

## **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

## **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

## **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs semi-skilled work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

## **Impact of Errors:**

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*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

### **Safety of Others:**

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*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires one year experience in security supplemented by law enforcement training OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

Certified Class I or Class III Officer

SC Basic Law Enforcement Training

SC driver's license

Must be at least 21 years old.

### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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