

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Supervisor, Court Security	BAND/LEVEL:	Mgmt II
DEPARTMENT:	Municipal Court	JOB NO:	5940
DIVISION:	Municipal Court	DATE:	3/25/12
REPORTS TO:	Court Administrator	FLSA STATUS:	NE
FULL-TIME: XX	PART-TIME: _____	TEMPORARY: _____	COST CENTER: 131

REPLACES: Supervisor, Court Security

DATE: 03/29/10

JOB SUMMARY STATEMENT:

Responsible for supervising court security operations involving courtrooms and public hallways. Provides security and protection to employees and citizens in the courtrooms and office areas of the Municipal Court. Oversees the operation of weapons screening program and makes appropriate assignments for this area. Oversees in-court bailiff duties, ensuring appropriate calling of the docket and coordination with Clerk's office to ensure proper trail of paperwork. Arrests, detains, and transports prisoners as ordered by the judge. Coordinates confinement with Johnson County Adult Detention Facilities. Coordinates appearance of judge for police officers transporting prisoners for immediate appearance. Ensures that these processes follow established protocol and policy. Supervises completion of criminal history reports. Ensures completion of fingerprints as required, and is responsible for supervisory duties such as selection, training, providing work assignments, and performance management of those assigned. Transports daily deposits to the bank. Interacts with other agencies as liaison as required.

DUTIES AND RESPONSIBILITIES:

1. Provides direct physical security to all persons present in courtrooms and in the Municipal Court common areas. Provides security and protection to employees in the Municipal Court offices. Ensures good conduct and appropriate behavior. As a Law Enforcement Officer, provides enforcement of the law within the boundaries of assigned work area.
2. Oversees the operation of weapons screening program.
3. Serves as the court bailiff by calling the docket, announcing the judge, and providing the hard copy file for use in the courtroom.
4. Arrests, detains and transports prisoners as ordered by the judge. Coordinates confinement with the Johnson County Adult Detention Facility. Serves warrants on persons who voluntarily surrender. Coordinates appearance with the judge for police officers who have transported an arrestee for immediate appearance.
5. Supervises completion of criminal history reports and ensures completion of fingerprints as required. Serves as Site Administrator for all KBI AFIS related matters. Also responsible for typical supervisory responsibilities such as selection, training, and providing work direction to those assigned.
6. Ensures the deposits all cash receivables on a daily-basis.
7. Exhibits safe and appropriate care and use of firearms. Completes required training and qualifying procedures through the Police Department standard facilities. Uses force during duty situations as necessary and in compliance with Use of Force Standard Operating Procedure.
8. Interacts with other agencies as liaison as required.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

Title: Supervisor, Court Security
Cost Center: 131
Date: 3/25/12
Page 2

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent. Bachelor's degree preferred in Criminal Justice. Certified Law Enforcement Officer issued through the Kansas Law Enforcement Training Commission. Must be a US citizen and at least 18 years of age. Possession of an appropriate, valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Five years experience as a certified law enforcement officer with two years in court security.

SKILLS:

1. Ability to communicate effectively in the English language, both in writing and orally.
2. Ability to make and receive phone calls.
3. Ability to use firearms safely and accurately.
4. Ability to attend to details.
5. Must be proficient in computer spreadsheet, word-processing, and ALERT, NCIC, and Court software
6. Must have human relations/interpersonal skills.
7. Must be able to perform supervisory skills such as motivate, delegate, and evaluate employees.
8. Must have time management skills.

MENTAL REQUIREMENTS:

1. Ability to recognize and avoid potentially hazardous situations.
2. Ability to read and comprehend federal, state, and local policies and regulations.
3. Ability to understand and apply department orders, rules, and regulations.
4. Ability to interpret orders and procedures.
5. Ability to perform many functions simultaneously.
6. Ability to recognize suspicious behavior or unusual circumstances.
7. Ability to adapt to different people, behavior, and circumstances.
8. Ability to analyze situation and determine proper response.
9. Ability to quickly develop action plan.
10. Ability to control anger and maintain professional demeanor.
11. Ability to apply judgment in security situations to effect appropriate resolution.
12. Ability to understand and apply legal standards in performance of duties.
13. Ability to establish priority at emergency scene.
14. Ability to train and guide others.
15. Ability to recognize and protect confidential information.
16. Ability to work independently.
17. Ability to work in a hectic environment with many interruptions.
18. Ability to learn and understand PC software applications.

PHYSICAL REQUIREMENTS:

1. Physical agility to safely operate motor vehicle in normal traffic.
2. Possess the visual stamina and acuity to observe persons, places, and things both close up and at a distance.
3. Ability to complete POPAT (Police Officer's Physical Agility Test).
4. Hand and eye coordination adequate to input computer, typewriter, and copy machine.
5. Hand and eye coordination and physical strength and dexterity to use police handgun.
6. Possess a full lumbar range of motion with a minimum of 60-degree flexion and a minimum of 20-degree side bending.
7. Possess a full cervical range of motion with a minimum of 45-degree flexion, minimum 50-degree rotation and minimum 30-degree side bending.
8. Ability to communicate effectively in person and on the telephone.
9. Ability to distinguish sounds encompassing a full range of tones and volume.
10. Ability to distinguish colors and smells.
11. Ability to work in confined spaces.
12. Ability to stand and/or walk for long periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Court Security Officers

Title: Supervisor, Court Security
Cost Center: 131
Date: 3/25/12
Page 3

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.