

Job Description: Court Security Deputy

TITLE: Court Security Deputy  
DEPARTMENT: Court Security  
REPORTS TO: Court Security Sergeant

### **GENERAL SUMMARY**

This is a professional position with technical duties and responsibilities. Routine normally follow well-defined procedures. The position requires communication and interpersonal contact with other professionals, the general public and inmates. The position requires one to stay alert and remain calm during emergency situations. The position has the potential for exposure to bodily injury or death due to acts of aggression on the part of others. The job requires some strength and endurance. The position requires the ability to carry out given assignments from the Court Security Sergeant or higher ranking personnel.

### **DUTIES AND RESPONSIBILITIES**

- Be a representative for the Sheriff
- Provide safety and security for the court and courthouse
- Maintain order in the courtroom at all times
- Enforce the policies and procedures of the court
- Screen the public prior to entering the courtroom, Clerk's Office, and the Commonwealth Attorney's Office
- Open court and announce the Judge
- Escort inmates to and from lockup areas
- Operate video equipment in the courtroom when needed
- Ensure that issued equipment is maintained in operational readiness
- Report any unusual occurrences to Court Sergeant or higher
- Attend in-service schools or training as needed to maintain your certification as a court deputy
- Serve some civil process
- Attend all meetings required by the department
- Adhere to the department policy manual and have a good understanding of department rules and regulations
- Obey all laws off and on duty
- Transport inmates to and from court
- Transport TDO and ECO subject to designated facilities
- Must be on call at least one week per month
- Perform any duties designated by a supervisor

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of applicable Federal, State, and Local codes used in the security of the court
- Strong interpersonal and communication skills
- Knowledge of administrative and departmental operations

### **MINIMUM REQUIREMENTS**

- Must have high school diploma or GED equivalent and valid VA OL
- Must pass a physical examination by a Medical Doctor
- Must have an acceptable criminal record checked by finger print classification through VCIN and NCIN
- Must complete a court security school
- Must be Virginia law enforcement certified from an accredited Criminal Justice Academy