

Support Services Officer – Courthouse Security

Macon County Sheriff's Office

Salary Grade: 25

Salary: \$35,609.60 (\$17.1200 per hour)

Position #: 432123

Closing Date: March 29, 2023

General Statement of Duties

Serves as Macon County Sheriff's Office Courthouse Security Support Services Officer being primary contact for citizens upon entering the Macon County Courthouse. Performs general security duties for overall daily operation of the Macon County Courthouse. Performs general duties in security work in protecting the lives, property, and rights of citizens in the county in accordance with federal, state, and local laws and policies.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Duties

- Greets the public, upon entering the courthouse, in a professional and courteous manner.
- Directs the public to various offices and courtrooms in the courthouse and adjoining properties.
- Patrols courthouse grounds and identifies issues that may affect the safety and security of employees and the general public.
- Operates security equipment, including x-ray machines, body scanners and hand held scanning devices.
- Serves civil papers such as subpoenas, and others as needed; explains briefly the meaning of the papers being served.
- Enters civil papers into RMS as needed.
- Advises the public on laws and local ordinances concerning courthouse security; provides information to general public upon entering the courthouse property.
- Operates a radio to receive instructions and information from or to report information.
- Assists bailiffs as necessary and requested through the proper chain of command.
- Assists detention officers, deputies and other law enforcement with the movement of persons in custody, while on courthouse property.
- All other assignments deemed necessary and at the discretion of the Sheriff.

Knowledge, Skills, and Abilities

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- Considerable knowledge of state and departmental laws and policies.
 - Working knowledge of the operations, functions, procedures, and legal processes of the Sheriff's Office.
 - Working knowledge of the State and federal laws, local ordinances and policies relating to courthouse security, search and seizure, and civil process.
 - Working knowledge of law enforcement/security principles, practices, methods and equipment.
 - Working knowledge of the criminal and civil papers issued by the courts and the practices involved in serving them.
 - Some knowledge of scientific crime detection and criminal identification methods and procedures.

- Working knowledge of the geographic layout of the County Courthouse property as to locations of roads, important buildings, and other landmarks.
- Working knowledge of the state's requirements for the operation of courthouse.
- Skill in the use of law enforcement equipment and in the application of self-defense tactics.
- Ability to act with sound judgment in routine and emergency situations.
- Ability to present effective court testimony.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the community.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, and perform repetitive motions. Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly. Must possess the visual acuity to perform extensive reading and computer work.

Education and Experience

Completion of high school and some law enforcement training or experience preferred; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license.
- Able to pass a thorough background investigation.

How to Apply

A State application (PD-107)* is required and may be obtained at and submitted to the

NC Works Career Center
23 Macon Avenue - Courthouse Annex
Mailing address: 5 West Main Street FRANKLIN, NC 28734

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER