



**ARCHULETA COUNTY, COLORADO  
JOB DESCRIPTION**

**CLASS TITLE: Court Services Officer  
DEPARTMENT: Sheriff's Office/Court Services  
FLSA STATUS: Non-Exempt**

**JOB SUMMARY:**

Performs a variety of functions involving all aspects of the 6<sup>th</sup> Judicial Archuleta County Combined Court system. Work involves performing a variety of law enforcement, security and safety functions. Enforces local, state, and federal laws and ordinances for the protection of life, health, safety, welfare, and property of the Archuleta County Court Services Staff, Archuleta County Staff, Public and Community.

Provides services to the 6<sup>th</sup> Judicial Archuleta County Combined Courts, the Board of County Commissioners, the District Attorney, County Attorney and associated staff.

**SUPERVISION RECEIVED**

Receives direct supervision from the Detention Corporal

**SUPERVISION EXERCISED**

None

**ESSENTIAL FUNCTIONS:**

*The duties described herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Provides security for the judges, probation officers, attorneys, court services staff and all others associated with, or participating in, and providing services to, the 6<sup>th</sup> Judicial Archuleta County Combined Courts.

Is physically present in designated areas and provides security in designated areas for the purpose of preventing, identifying and responding to threatening, unsafe, suspicious or illegal activity.

Conducts searches of entrants into the courtroom area by utilizing specialized equipment such as a magnetometer and hand-held screening wand.

Maintains a communication post to adequately monitor video surveillance. Provides communication to associated personnel when required.

Routinely checks doors and access ports in courtroom area.

Conducts follow-up paperwork as required.

Serves as a bailiff by providing courtroom security.

Provides protection and service to Archuleta County citizens and property while within the court building and adjacent perimeter.

Prioritizes daily functions according to court schedules and needs of court services staff.

Works in conjunction with all law enforcement staff to apprehend and detain suspects at the scene.

Documents incidents and prepares records and reports of daily patrol/security activities.

In emergency situations and/or crises situations, may be called upon to assist and be part of the established command center.

Conducts searches and gathers records, and preserves evidence and/or contraband.

#### **OTHER DUTIES**

Performs other duties related to court matters as assigned and required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

#### **MINIMUM QUALIFICATIONS**

*Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying.*

Must be able to mentally and physically perform all duties of the position. This position is required to drive department vehicles, subdue and search suspects and prisoners; use law enforcement weapons; etc.

Must be able to pass a standard physical examination, psychological evaluation, pre-employment physical agility test, and successfully complete and maintain required physical standards and certifications for the duration of employment with the department.

Must be able to pass a background investigation and criminal history check.

Work shifts, holidays, weekends, and on-call as needed.

Incumbent is occasionally required to work outside normal work hours in the performance of duties.

## **EDUCATION, EXPERIENCE AND LICENSING:**

**Education** – High School Diploma or GED equivalent. Associates degree or higher preferred.

**Experience** – One year of peace officer, security guard, court security or related Law Enforcement experience. One year of experience in a law enforcement atmosphere.

**Licenses and Certifications:** Candidates must be at least 21 years of age upon hire. Possession of a valid Colorado Driver's License. Possession of or ability to obtain CPR and First Aid certifications, and maintain such certification throughout the duration of employment with the department. Possession of a Colorado P.O.S.T. Peace Officer certification preferred. Bilingual (English/Spanish) skills preferred.

## **MENTAL ACTIVITIES:**

**Reasoning:** Ability to apply common sense understanding to carry out assigned duties, ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

**Logic:** Ability to perform basic skills, including organizational and process management, ability to use mathematical skills in traffic accident investigations as well as other reports which require calculations.

**Language/Communication:** Ability to communicate clearly and concisely orally and in writing, ability to establish effective working relationships with employees, other agencies and the general public, ability to communicate with others under stressful conditions.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

Scope and application of laws and regulations pertaining to public safety, law enforcement, laws of arrest, civil and criminal matters, and use and possession of firearms.

Scope and application of local, state, and federal laws and regulations pertaining to public safety, law enforcement, laws of arrest, civil and criminal matters, and use and possession of firearms.

Principles, practices, and techniques of traffic and crowd control, rules of evidence, search and seizure, investigations, interviewing/interrogation, criminal apprehension, and physical restraint.

Working knowledge of computers; County geographical area; defense driving methods and techniques; safety principles and practices related to work; techniques for dealing with the public, both in person and over the telephone, often where relations may be confrontational or restrained; knowledge of current law as it pertains to civil law.

Department and County rules, regulations, policies, procedures, and standard operating procedures.

**Ability to:**

Prioritize work and maintain accurate records of work performed.

Maintain a constant state of awareness when dealing with a variety of individuals.

Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

Adhere to the departments professional and ethical standards of conduct.

Exhibit discretion and provide professional customer service to clients and the public.

Communicate clearly and concisely, both verbally and in writing.

Operate firearms, safety equipment, vehicles, radios, computers, standard office equipment, restraint and safety gear, and other special equipment as necessary.

Maintain department proficiency standards in the use of firearms.

Operate and communicate on two-way radios.

Present information/instruction in individual or group situations and in a persuasive manner.

Operate vehicles, computers, standard office equipment, restraint gear, and other special equipment as necessary.

Think and act quickly, analyze situations, and adopt effective courses of action, often in stressful and emergency situations.

Mediate conflicts among disparate individuals and groups.

Pass random drug and alcohol testing.

Bilingual (English/Spanish) skills preferred, but not required

**TOOLS AND EQUIPMENT USED:**

Requires the frequent use of a law enforcement vehicle, radio, handgun, and other weaponry as required, expandable baton, handcuffs, breathalyzer, first aid equipment, pager, personal computer, including word processor and spreadsheets, telephone, copy machine and fax machine.

**PHYSICAL DEMANDS:**

*The physical demands described herein 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 position the employee is frequently required to sit, talk, monitor and respond to radio and telephone systems. Specific vision abilities required for this position include but not limited to, to see and distinguish close objects, such as detailed documents, distance vision, have the ability to identify objects in low to bright light, to see movement in a wide field of vision, color vision.

Ability to conduct activities requiring climbing, stooping kneeling/bending, crawling, twisting, reaching on a moderate to substantial basis. Ability to work with hands above shoulder height or arms extended at or above shoulder height, ability to lift up to 100 pounds. The employee is required to use and to finger dexterity to grasp or feel objects, tools or controls, and reach with hands and arms.

Requires repetitive movement's standard in office-related activities such as typing, sitting and standing, talking in person and via telephone.

**WORK ENVIRONMENT:**

*The work environment characteristics herein are representative of those an employee may encounter while performing the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Work is primarily conducted indoors with occasional time spent in an outside environment. Ability to read and understand written documents, CCIC/NCIC records, legal documents, and related materials as required for the performance of the job.

Requires frequent use of both hands and manual dexterity to operate vehicles, keys, levers, and buttons and to operate security controls, doors, and equipment.

Auditory requirements sufficient to hear signals and two-way radios. Work involves stress associated with angry, upset, or distraught inmates or visitors and language and cultural variances. Requires ability to persuade and manage difficult people in unpredictable or dangerous situations.

Work requires physical and mental demands associated with breaking up conflicts, subduing inmates, and applying restraint and control techniques. Experiences regular exposure to fumes, dust, odors, blood-borne pathogens, STD's, or other health considerations.

Requires sufficient hearing and speech ability to communicate verbally in response to inquiries, complaints, and to receive/exchange directions/instructions.

Requires frequent moderate lifting/carrying (up to 49 pounds) and occasional heavy lifting/carrying (50 pounds and over) of supplies and equipment. Requires frequent standing and walking, pushing/pulling, bending/stooping, twisting, kneeling, and squatting, and occasional running.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

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Employee Signature

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Date