

City of Lake Forest
COURT SCREENER
Regular, Part Time

Nature of Work:

Under the direction of the Judge and Court Administrator, the screener will perform weapons and contraband screening upon entry to the court room. The Court Screener acts as the court's liaison with defendants, jurors, attorneys, and the public, to ensure the efficient and secure operation of the court.

Job Duties and Responsibilities:

- Operate an electronic walk-through metal detector and handheld screening device to determine if persons entering public buildings are carrying or wearing weapons or other prohibited items. Screen all individuals, without exception, when they enter the court area facility. *
- Perform hand searches of bags, briefcases, and other carry-in items to identify illegal items. *
- Refuse entry into buildings if necessary to protect the public health, welfare, or safety. *
- Identify individuals who may be loitering or disturbing the peace or who have no lawful business to conduct in the building. *
- Observe courtroom proceedings and radio police dispatch if needed. *
- Observe courtroom, lobbies, hallways, bathrooms, and other areas to discourage unacceptable and unlawful behavior in and around assigned areas. *
- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders or emergency situations*
- Notify emergency personnel in medical situations*
- Conduct scheduled and random security inspections of the courtroom, bathrooms, lobbies, and hallways*
- While on duty carry a police radio. *
- Be aware of security zones; facility boundary, facility exterior, areas open to the public, and restricted employee areas. *
- Notify court staff of suspicious or irregular actions by litigants. *
- Provide information, direction, and assistance to the public. *
- Assist with building evacuation. *
- Maintain an orderly and clean working office space. *
- Perform related duties as assigned. *

*** = Essential Job Functions**

Minimum Qualifications:

Necessary Knowledge, Skills, and Abilities:

- Knowledge of courtroom procedures and process.
- Understand the importance of confidentiality with regards to duties.
- Ability to communicate clearly and efficiently in person or by telephone.
- Ability to cope with situations firmly, tactfully and with respect to individual's rights.
- Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and determine a proper course of action.
- Demonstrate ability to positively interact with diverse individuals to accomplish a common goal in high-pressure situations.
- Display a pleasant and professional demeanor.
- Physical ability to perform essential job functions.

Working conditions/Physical Demands:

- Work is performed in a courtroom environment.
- Requires dexterity of hands and fingers to operate court security equipment.
- Hearing and speaking to exchange information.
- Analyze potentially dangerous situations.
- May be exposed to bloodborne and/or airborne pathogens.
- Contact with dissatisfied or abusive individuals.

Education/Experience:

- High school diploma or GED and three (3) years' work experience in security/law enforcement
- Scope of experience must include proactive intervention to defuse interpersonal conflicts and maintaining orderly conduct in public group situations.

Special Requirements:

- Valid Washington Driver's License.
- Successful completion of thorough pre-employment background check.
- Blood borne pathogen, First Aid and CPR certification within six months of employment.
- Ability to maintain First Aid card.
- Ability to maintain CPR card.
- Ability to maintain Blood borne pathogen certifications.

Equipment:

- Responsible for ordering of equipment and/or uniforms as required.
- Responsible for moving scanner.

Selection Guide:

May include: Formal application, resume, letter of interest, review of education and experience, written response to structured questionnaire, oral interview, credit history check, criminal background check, personal reference check, work reference check.

These examples are intended only as illustrations of the various types of work 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.

Updated 5/06/2022.

Training

1. Must attend training for First-aid/cpr/aed within 3 months of hire.
2. Must attend training for Bloodborne Pathogens, Haz Mat. (training may be through Local Gov. <https://localgovu.com/wcia/>)
3. Attend any authorized training through the police department on de-escalation and tactics on dealing with irate and aggressive persons or through online training courses.
4. Training on proper of the handheld wand, through hand-on course.
5. Attend training on security protocols, which include viewing a person's property and requesting to view the contents.
6. Appropriate questions.
7. Training on logbook procedures when and how to have an Officer not in uniform sign into the logbook.
8. Attend training on the proper use of the Police Radio.
9. Training on the proper response to emergency situation (i.e. active shooter, assaults, natural disasters, etc.)