

**POSITION DESCRIPTION  
FOR  
GRAND FORKS COUNTY, NORTH DAKOTA**

JOB TITLE: Courthouse Security	JOB CODE: 2131
ORGANIZATIONAL UNIT: Sheriff Department	FLSA STATUS: Non-Exempt
REPORTS TO: Sergeant	
INCUMBENT: Chester Paschke	DATE: March 2003
APPROVED BY:	DATE:

**PRIMARY PURPOSE:**

As a certified law enforcement officer, provide security within the courthouse building, and to the public, attendees and employees within the building.

**ESSENTIAL DUTIES (Fundamental Job Duties):**

(The following is a listing of examples of responsibilities of this position and is not intended to be a complete listing.)

Provide police security to various situations in the courthouse, office building, grounds or other county owned buildings. Assist the city security needs, if needed. Conduct security checks as needed. Provide courthouse, courtroom security as scheduled or on call. Assist in crowd control.

Transport inmates and mental health patients to and from court, jail, institutions and other facilities.

Answer requests for information and promote positive police community relations.

Perform other duties as assigned or apparent.

**MARGINAL FUCTIONS (Incidental Job Duties):**

Answer and route telephone calls, operate office equipment..

**EDUCATION AND EXPERIENCE REQUIRED**

Completion of a minimum of a High School diploma and a 2 year post high school education program. Must maintain a North Dakota Peace Officer Certificate and driver's license. Ongoing training and education required.

**PHYSICAL DEMANDS**

Physical requirements and environment for this position are similar to that expected in a typical to administrative and law enforcement settings, sitting, standing, eye-hand coordination, potential use of firearms, ability to move persons and work in a variety of scenes, working in a

squad car, operating radar equipment, and dealing with stress, lifting at times up to 100+ lbs, more commonly to 20-50 pounds.

**DISAGREEABLE CONDITIONS**

Ability to work under generally safe and comfortable conditions where exposure to potentially dangerous situations is possible.

**HAZARDS**

Often subject to enclosed environment over extended periods of time, and may be exposed to individuals or groups who are armed and dangerous, and to interactions in unstable environments.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Grand Forks County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.