

King & Queen County Sheriff's Office

Court Services Deputy Job Description

Responsible for keeping the peace in the courthouse and courtroom and all security aspects of the courthouse.

Profile:

Court security is a part-time hourly position with no benefits. The Court Services Deputy is a sworn uniformed deputy, that will work 30 hours max per week. The King and Queen County Sheriff's Office will provide the Court Services Deputy with a vehicle for job duties.

Requirements:

- 21 years of age
- High School Diploma or equivalent
- Valid Driver's License
- CS/CP certification with jail or LE certification within 1 year
- Good oral and written communication skills
- Must be able to work under stressful, high-risk conditions

Specific Duties and Responsibilities:

- Keeping judges, judicial staff, court employees and the public safe.
- Transportation of all prisoners to the courthouse and back to the correctional facility.
- Transfer of prisoners to the courtroom and back to designated cell.
- Supervision of work release inmates.
- Ensure no weapons are brought into the courthouse.
- Ensure the public complies with building safety rules.
- Transfer of papers to judges and case participants when needed.
- Ejecting people from the courtroom when needed.
- Managing metal detectors and search of each person prior to entering the courtroom.
- Check for suspicious activity in the courtroom and courthouse.
- Maintain order in the courtroom.
- Providing security for prisoners or detainees for mental evaluations under ECO'S or TDO's.

The position of Court Services Deputy is inherently a high stress and physically demanding position. All sworn staff must complete a basic course and maintain skills physical fitness. The King and Queen County Sheriff's Office requires the law fit course to be completed prior to hiring. The following activities are expected of all sworn Court Services Deputies.

- Sit or stand for long periods of time for 4-8 hours.
- Bend, reach, climb, and run is often a function completed daily.
- Lift 0-25 pounds regularly.
25-30 pounds often and 50+ pounds occasionally

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- Assist the Sheriff's Office as needed with serving civil papers, warrants and making arrests.

Benefits: Uniforms, equipment, and training.

Salary: \$15.00 to \$25.00 an hour, depending on experience.