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**Sheriff**

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**OFFICE OF THE SHERIFF**  
**COUNTY OF MONROE**  
**COURTHOUSE, STROUDSBURG, PA 18360-2189**

**Courthouse Security Officer**  
**Pre-Application Form**

Courthouse Security Officer's duties include but are not limited to, performing courthouse security functions associated with screening visitors, patrolling the Courthouse and Administration Center buildings, offices and premises to prevent or observe criminal acts, to respond to emergency calls on premises, to provide support to courtroom services and associated offices and departments and to maintain courthouse security and screening at the designated points of ingress/egress to the courthouse buildings.

If you are interested in a career in the Monroe County Sheriff's Office, you must first read the following general prerequisite requirements to determine if you first qualify to apply for the position of Courthouse Security Officer.

1. Qualified candidates must be a high school graduate or have earned their general equivalency diploma (GED)
2. Qualified candidates must have vocational/technical training in security, law enforcement or a related field; supplemented by (1) year previous experience and/or training involving security, or related field; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.
3. Qualified candidates must be at least (21) years of age and a U.S. citizen
4. Qualified candidates must have a valid PA drivers license with no restrictions or violations within the past (2) years.
5. Qualified candidate must submit to and successfully pass an extensive criminal history and background check.
6. Qualified candidate may be required, at their expense, to submit to and pass a drug screen and physical fitness evaluation.
7. Qualified candidate must live in the State of Pennsylvania and within a (40) minute response time to the office.
8. Qualified candidates must demonstrate the ability to conceal tattoos when wearing the uniform representing the Sheriff's Office (6-2013)

\*Preference will be given to those candidates that have past requisite training, education, certification involving the security field, or related field, including veterans.

The following are Post-Qualifications and requirements:

1. Candidates must successfully complete the classroom session of Firearms Training in accordance with policy.
2. Candidates must certify and maintain certification with baton, OC (Oleo Capsuon) spray, CPR, First Aid and AED.
3. Candidate must be willing to work any shift on a possible rotating basis, work mandatory overtime and be available for "call out" status (24) hours a day.
4. Candidate must be willing to accept this position, if hired, at an annual starting salary with benefits based on the job classification and non-union pay scale.

If you have read and reviewed all of the general qualifications and conditions of employment and are convinced that you affirmatively meet "all" prerequisite, requisite and post qualifications you may continue to fill out an application for employment for the Monroe County Sheriff's Office. You are also required to sign this form and submit the same with your completed application.

I, \_\_\_\_\_, have read, reviewed and understand the general qualifications and  
(Print full name)  
conditions for employment and hereby affirm that I meet or exceed the same for consideration of employment as a Courthouse Security Officer.

**My typed name has the same force and effect as my written signature.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Revised 5-2018)