

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**4 SECURITY OFFICER/BAILIFF (ARMED) – SHERIFF’S OFFICE**  
**\$18.95/hr - 40hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 09/10/2025

REMOVE: OPEN UNTIL FILLED

## **MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:**

**ARMED SECURITY OFFICER/ BAILIFF**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to maintain security, safety, protection and order in the County court building and courtrooms.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides security in the court buildings and court rooms; observes and screens all persons entering the court building; operates metal detectors to detect, prohibit and seize any concealed weapons, restricted objects and/or contraband into the court building; confiscates any prohibited objects or materials; conducts daily security search of interior and exterior of premises. Engage any threat that is posed within the limits of the courthouse and apply appropriate level of force.

Serves as bailiff for court, as assigned; attends court sessions; ensures all court room activities are conducted in an orderly fashion and that persons in the court rooms behave appropriately; enforces policies and procedures to maintain court room security; provides instructions to jurors and other persons involved in court proceedings; and removes persons who become disruptive or threaten the safety of jurors, attorneys, witnesses, court officials or other persons in the court room.

Responds to emergency/high risk calls and non-emergency calls for service in the courthouse. Assists and/or escorts citizens around courthouse property.

Transports prisoners with Sheriff's Deputies to county jail, medical facilities, and mental institutions or elsewhere as appropriate. Ensures safety and security during transport.

Inspects courthouse while making rounds to ensure facility security; inspects locks, window bars, grills, doors and gates for tampering.

Preserves crime scenes in the courthouse until Sheriff's Deputies arrive.

Provides assistance and first aid to visitors of the courthouse and county employees.

Exchanges information with dispatchers, attorneys, court personnel, medical examiner, fire and EMT personnel, medical professionals and other departments and agencies; communicates effectively on law enforcement radio.

Prepares for and attends courtroom hearings and judicial proceedings; provides testimony as required.

Attends meetings, in-service training and Act 235 training as needed/required to maintain knowledge of departmental/county and state operations/guidelines.

Cooperates with federal, state, county and local law enforcement agencies and their officers or representatives when activities are related to investigations within county jurisdiction.

Assists Sheriff's Office Deputies with pat down searches of defendants and new commitments to the county correctional facility; assists Sheriff's Deputies with holding cell responsibilities.

Investigates criminal activity committed on Court grounds; arrests violators; issues citations; files police reports; gathers and processes evidence; assists with prosecution.

Provides information and assistance to persons entering the court building; directs visitors to appropriate staff and/or building locations; explains policies and procedures; and answers questions.

Assists court officials and personnel; assists with coordinating court operational activities; records court proceedings; disseminates legal documents to appropriate parties as requested; maintains daily operational logs and records; conducts records maintenance activities in compliance with guidelines governing record retention.

Maintains security equipment, such as panic alarms, metal detectors, security locks, radio equipment, etc.; conducts routine testing and calibration for equipment; washes and cleans equipment; monitors equipment operations to maintain efficiency and safety; reports faulty equipment for necessary maintenance work.

Prepares or completes various forms, reports, correspondence, incident reports, citations, work orders or other documents.

Receives various forms, reports, correspondence, tape recordings, citations, police bulletins, laws, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, officials, judges, lawyers, defendants, bonding agencies, law enforcement personnel, court personnel, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new equipment, procedures, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends shift meetings, workshops and seminars as appropriate

## **ADDITIONAL FUNCTIONS**

Performs various administrative tasks which may include typing, photocopying, faxing, shredding, and/or filing documents, receiving, stamping, and distributing mail/documents, maintaining office equipment, issue, order, and/or maintain inventory of supplies and/or equipment, and computer data retrieval.

Performs all other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) year of experience in security, law enforcement or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license. Must be 21 years of age. Must possess or be able to legally obtain/ possess an Act 235 certification (Act 120 certification acceptable).

**Successful completion of Firearms/Use of Force training:** Requires the ability to understand and utilize use of force and firearms related case law. Must also be able to safely operate a firearm and maintain a basic level of firearms marksmanship as well as complete a qualification course yearly.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions; some essential functions may require exposure to adverse environmental conditions, such as weapons, violence, disease, or rude/irate customers.

Monroe County, Pennsylvania, 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 both prospective and current employees to discuss potential accommodations with the employer.