

PLEASE POST !!!

## **OPEN POSITION**

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

**4 NON-COURT ARMED SECURITY - COMMISSIONERS**  
**\$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: 01/23/2026

REMOVE: OPEN UNTIL FILLED

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

**CLASSIFICATION TITLE:**

**Non-Court Armed Security-Act 235**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide protection and order, enforce local and state laws and County policies, and maintain the peace on non-Court County property.

**ESSENTIAL FUNCTIONS**

Maintain the peace on non-Court County property. This includes any building which does not fall under the jurisdiction of the Courts or the Sheriff and the patrolling of grounds, parking lots, parking decks, and other areas as required.

Maintain order at public meetings as needed and requested by the facilitator of the meeting.

Engage any threat that is posed to, employees, members of the public conducting business with the County, facilities or other County property. Remove and if necessary, arrest anyone causing a disturbance or posing a threat to persons or facilities.

Engage with other law enforcement officers in case of any incident in which they need be called. Exchange information with dispatchers, attorneys, medical providers, fire or EMT personnel and any other officials as needed.

Gather evidence and produce reports of any incidents. Secure crime scenes until additional law enforcement officers arrive and then provide any aid to them or transfer authority to the party with jurisdiction.

Prepare for and attend courtroom hearings and judicial proceedings, providing testimony as required.

Provide information and assistance to persons entering the building, directing them to the appropriate office or personnel, explain policies and procedures and answer questions within your scope of knowledge.

Maintain and clean security equipment, such as panic buttons, security locks, radio equipment, etc., ensuring they are kept in working order. Report any problems with equipment to the Risk Manager so that they can be addressed.

Maintain a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures. Maintain an awareness of new equipment, procedures, trends and advances around security and law enforcement. Read professional literature, maintain professional affiliations, and participate in continuing education activities as required to maintain certifications.

Maintain proficiency in the operation of security cameras to monitor the activities in the building and record incidents as may be needed for testimonial purposes.

## **MINIMUM QUALIFICATIONS**

High School diploma or GED, supplemented with five years of military, law enforcement or security experience. Must hold Act 235 certification. Must be certified to carry firearm, baton, taser, pepper spray and handcuffs.

Must be trained in the use of force and understand and comply with limitations for such use in compliance with State and Federal law.

Must be recertified for firearm marksmanship annually.

Must comply with all training requirements, including annual continuing education, as administered by the Pennsylvania Commission on Crime & Delinquency (PCCD).

**IMPORTANT:** Under State law, employees holding this position may not possess a Medical Marijuana Card.

## **PERFORMANCE APTITUDES**

**Human Interaction:** Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** May require the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages may include ability to calculate surface areas, volumes, weights and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **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, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed with exposure to adverse environmental conditions.

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.