

PLEASE POST !!!

OPEN POSITION

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

**6 ARMED ASSISTANT COURTHOUSE SECURITY OFFICER/BAILIFF SUPERVISOR
– SHERIFF’S OFFICE
\$21.43/hr. – 40 HRS/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: 09/09/2025

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE

ARMED ASSISTANT COURTHOUSE SECURITY OFFICER/BAILIFF SUPERVISOR

PURPOSE OF CLASSIFICATION

Operational oversight (Courthouse, 701 Main St, ad MDJ building), team guidance and support. Directly in contact/reporting to Bailiff Supervisor. In the event Bailiff Supervisor is not available, Assistant Supervisor will be the acting supervisor.

ESSENTIAL FUNCTIONS

1. Security Procedures (Courthouse, 701 Main St, and MDJ facilities):

- Entry Screening Procedures: Bag checks, metal detectors, identification requirements.
- Emergency Response Protocols: Active shooter protocols, evacuation plans, medical emergency procedures.
- Incident Reporting: Minor incidents, security breaches, threats received.
- Evidence Handling Procedures: Chain of custody protocols, secure storage classifications.

2. Security Equipment and Technology:

- Screening Technology: Metal detectors (walk-through, handheld), X-ray scanners.
- Surveillance Systems: CCTV cameras (fixed, pan-tilt-zoom), recording systems.
- Communication Systems: Radios, intercoms, emergency notification systems.
- Physical Barriers: Security doors, reinforced windows, bollards.

3. Access Control Zones:

- Public Areas: Lobbies, general access hallways, public restrooms.
- Restricted Areas: Staff offices, judicial chambers, clerk's offices (requiring keycards or authorization).
- Secure Areas: Courtrooms (during sessions), jury deliberation rooms, evidence storage (requiring specific clearance and often additional security measures).
- High-Security Areas: Holding cells, sally ports (requiring maximum security protocols).

4. Threat Levels/Risk Assessments:

- Low Risk: Routine daily operations, standard visitor traffic.
- Medium Risk: Specific scheduled events or trials with potentially heightened emotions or known parties involved with history.

- High Risk: Credible threats received, high-profile cases, known individuals with violent tendencies involved.
- Emergency/Critical Risk: Active shooter situation, bomb threat, significant disturbance in progress.

5. Surveillance Operator:

- Operating and maintaining surveillance equipment
- Continuously monitoring multiple screens and areas
- Identifying and reporting suspicious activities or security breaches
- Tracking individuals of interest
- Preparing written reports (summarizing incidents, findings from video reviews, and other relevant information for management and law enforcement.

6. Security Personnel Roles and Responsibilities:

- Security Officers/Bailiff: Entry screening, perimeter patrol, general monitoring, courtroom security, and judge protection.

7. Types of Security Incidents:

- Disruptive Behavior: Verbal altercations, protests, unauthorized demonstrations.
- Theft/Vandalism: Damage to property, unauthorized removal of items.
- Assault/Battery: Physical altercations between individuals.
- Weapons Violations: Attempting to bring prohibited items into the courthouse.
- Threats: Verbal, written, or electronic communication indicating potential harm.

8. Access Management Foundation:

- The ID acts as the credential that the key control system recognizes. Without a valid ID programmed into the system, a person won't be able to use their ID card to open doors.

9. Guiding and Directing Work:

- Overseeing daily operations: Ensure the smooth execution of tasks and workflows.
- Assigning tasks: Distribute work appropriately based on employees' roles and skill levels.
- Providing instructions and expectations: Ensure team members understand their duties, performance standards, and deadlines.

10. Supporting and Developing Employees:

- Training and onboarding: Guide new employees and ensure they have the necessary skills.
- Coaching and mentoring: Provide ongoing feedback, support, and guidance to help employees improve and grow.
- Identifying development needs: Recognize areas where employees could benefit from further training or experience.

11. Building and Maintaining a Positive Work Environment:

- Fostering teamwork: Encourage collaboration and a sense of unity within the team.
- Motivating employees: They inspire and encourage team members to achieve their best.
- Resolving conflicts: They address and mediate disagreements or issues that arise within the team.

- Promoting a safe and healthy workplace: They ensure adherence to safety guidelines and contribute to employee well-being.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years of experience in security, law enforcement or any related field. 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 drivers license. Must possess an Act 235 certification and/or Act 120 certification.

PERFORMANCE APTITUDES

Process Skills: Abilities related to planning, organizing, executing, and adapting during task completion. This includes skills like time management, problem-solving, and the ability to follow instructions.

Social Interaction Skills: Abilities related to communicating effectively, building rapport, collaborating with others, showing empathy, and navigating social situations.

Verbal Aptitude: The capacity to understand and use language effectively, including reading comprehension, vocabulary, and clear communication.

Analytical Reasoning: The capacity to examine information, identify patterns, and draw logical conclusions.

Attention to Detail: The capacity to focus on accuracy and completeness in task.

Numerical Aptitude: The ability to understand and work with numbers, interpret data, and solve mathematical problems.

Problem-Solving: The ability to identify issues, analyze them, and develop effective solutions.

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 annually.

ADA COMPLIANCE

Physical Ability: Task requires the ability to lift, carry, push, and pull objects and materials 10-25 lbs. Standing, walking, bending stooping, kneeling, crouching, climbing stairs, or walking/running up and down stairs.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of color, 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.