

# WOOD COUNTY, OHIO POSITION DESCRIPTION

**POSITION: Court Constable**

**PAY GRADE: 6**

**DEPARTMENT: Court Security**

**STATUS: Unclassified, FLSA Non-Exempt**

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## **PURPOSE OF POSITION**

The purpose of this position is to provide protection, security and a safe workplace for employees and the public at the Wood County Courthouse.

## **ESSENTIAL FUNCTIONS**

**In addition to consistent and reliable attendance, 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. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.**

Provides courtroom security.

Takes male and female prisoners into custody.

Conducts interviews and investigations.

Protects County property and performs security checks.

Responds to panic, intrusion and fire alarms. Responds to First Aid requests.

Prepares documents, files and reports.

Attends training sessions. Qualify for and practice with handguns, mace, batons, First Aid and CPR.

Monitors activity through surveillance equipment.

Assists and interact with the general public.

Escorts jurors and other personnel.

Maintains availability on call to respond to emergency situations; acts as first responder in the absence of the Chief Court Constable and Lead Court Constable.

## **ADDITIONAL FUNCTIONS**

Assists other complex employees as needed.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent with vocational/technical training in Law Enforcement and three to five years of court security experience; or any combination of education and experience that provides the requisite knowledge, skills, and abilities for this job. Position requires several job-related certifications, including current Ohio Peace Officer Certification.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information such as computer records, worksheets, phone books, manuals, lists, schedules, correspondence and general operating manuals.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

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

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Ability to stand for extended periods of time. May be required to take combative subjects into custody.

**Sensory Requirements:** Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Environmental Factors:** Ability to work under generally safe conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

Wood County 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.