



**FRANKLIN COUNTY MUNICIPAL COURT**  
**375 South High St.**  
**Columbus, Ohio 43215-4520**  
**(614) 645-8214**  
**Employment Opportunity**

**JOB TITLE:** Security Officer  
**DEPARTMENT:** Security Department  
**REPORTS TO:** Chief Bailiff/Director of Court Security  
**STARTING SALARY:** \$18.60/hour (\$38,688/year)  
**HOURS:** Full-time, working hours as assigned by the director  
**POSTED:** Oct. 1, 2021  
**DEADLINE:** Oct. 15, 2021

**JOB PURPOSE AND OVERVIEW**

The Franklin County Municipal Court is one of the largest and busiest municipal courts in Ohio. The Court has 14 judges in its General Division and one judge in its Environmental Division. Judges are elected countywide for six-year terms and preside over civil, criminal and traffic cases, and conduct both jury and non-jury trials. The Court's jurisdiction includes cases involving traffic offenses, criminal misdemeanors and civil actions where the amount at issue is \$15,000 or less. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property such as fire and building codes. The Court has six magistrates who preside in traffic arraignments, eviction cases and small-claims cases; one magistrate who presides in its Environmental Division under the supervision of the environmental judge; 250 employees and an annual operating budget of more than \$25 million. All of the Court's employees are unclassified, at-will and serve at the pleasure of the Court.

The geographic jurisdiction of the Court is all of Franklin County and portions of the City of Columbus that extend beyond Franklin County's boundaries. The Franklin County Municipal Court is the judicial branch of the City of Columbus government from which it receives the majority of its funding despite its jurisdiction and name.

The Franklin County Municipal Court operates a court security program to maintain a safe environment for judges, employees and all others having business in the courthouse. The security department consists of a director of security, security supervisor, administrative assistant, control-room supervisor and 21 security officers on the day shift plus a control room operator on second and third shifts. The Court contracts with a private security company to provide the Franklin County Municipal Court with additional support evenings and weekends.

Court security officers are responsible for all security aspects of a courthouse including ensuring the safety of judges and judicial staff, court employees and public visiting the courthouse. Officers also ensure that no weapons are brought into the courthouse, and that staff and the public comply with the Court's security and emergency response procedures. Other job duties include watching entrances and exits, working at screening stations and circulating throughout the courthouse to check for suspicious activity.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

The following duties are typical for this position but are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Screen vendors, visitors, employees and packages entering the Court facility using X-ray equipment, closed-circuit television surveillance systems, and other access-control devices and procedures
- Investigate any suspicious persons or activity and take any action that may be necessary including assisting in the apprehension and detention of individuals if necessary
- Monitor cameras on closed-circuit system; monitor and respond to radio traffic on multiple channels, address fire and panic alarms, and elevator emergency calls
- Investigate, prepare, review, record and log security incident reports and disseminate them to appropriate staff members
- Proficiency in report writing, preparing reports of accidents and security incidents
- Proficiently demonstrate the ability to follow operating procedures in dealing with all aspects of security-related issues
- Escort all deliveries throughout the Court building once screened
- Maintain and be responsible for court-issued equipment (manuals, radio, extra batteries for radios, identification badges, etc.)
- Comprehensive working knowledge of rules of conduct and procedures in the Court's Securities Directives Manual
- Conduct security patrols with the purpose of securing and locking doors and monitoring activities on the courtroom floors with an emphasis on hallways and restroom areas
- Comprehensive working knowledge of the use and operation of the X-ray equipment, metal detectors and hand-held metal detector wands
- Respond to and act as a liaison to the public and safety personnel during emergencies
- Provide security and escort service to and from adjoining parking facility for judges, jurors and courthouse employees if requested
- Conduct investigations as directed
- Undergo continuous training to improve job skills
- Treat all visitors in a professional, courteous manner
- Maintain a clean, professional appearance and wear any required uniform or clothing
- Perform other tasks as assigned, and may be assigned to other positions in other departments of the Court if needed

## **REQUIRED QUALIFICATIONS**

- A high school diploma or equivalent
- Knowledge of common office practices, procedures and equipment
- Ability to operate a personal computer and use Microsoft Office products such as Word, Outlook and Excel
- Ability to effectively and professionally communicate verbally and in writing to diverse audiences
- Apply principles to solve practical everyday problems
- Pleasant personality and ability to interact and maintain effective working relationships with judges, employees and others conducting business with the Court

- Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial and ethnic backgrounds on a regular basis
- Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court
- Demonstrated dependability, reliability and excellent attendance record
- Patience, objectivity, maturity, sound judgment, effectiveness under stress, initiative and adaptability

### **PREFERRED QUALIFICATIONS**

Completion of a peace-officer's training program through an accredited school, law-enforcement academy or government agency, and documentation of current certification

Additional consideration will be given to those who have any of the following qualifications: an associate's degree or other advanced schooling; previous experience as a police or security officer; an understanding of basic legal terminology and procedures; the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language.

### **SPECIAL CONDITIONS**

This position requires significant interaction with the public, and accused and convicted criminal offenders.

### **COURT EXPECTATIONS OF EMPLOYEE**

The Court expects the employee will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues in completing the duties and responsibilities of the position.

### **BENEFITS**

The Franklin County Municipal Court offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; short-term disability; generous vacation, sick, and personal leave; 11 paid holidays; longevity service payments; sick leave reciprocity; an Employee Assistance Program; a deferred compensation program; tuition reimbursement; credit union membership; and direct deposit of net pay.

Court employees are members of the Ohio Public Employees Retirement System, which provides retirement, disability, and survivor benefits for public employees. All full-time employees contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The Court pays the required employer's share of 14 percent of an employee's salary. Since Court employees are members of OPERS, they also do not have any Social Security taxes withheld from their pay.

## **APPLICATION PROCESS**

- Complete the Franklin County Municipal Court Judges' application:  
<https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>.
- E-mail completed application, resume and cover letter describing with some specificity how an applicant's qualifications match those required to [CourtHR@fcmcclerk.com](mailto:CourtHR@fcmcclerk.com) by the posting deadline.
- Receipt of applications will be acknowledged by e-mail, and only those applicants invited for interviews will be contacted by telephone.

## **AT-WILL EMPLOYMENT**

Employees of the Court are at-will employees and serve at the pleasure of the Court; they are not in the classified civil service system and are not members of bargaining units. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.