

# South Jordan City

## Job Description

**Title:** Justice Court Officer  
**Budget Code:** 10-214  
**Pay Grade:** 10

**Effective Date:** 9/15/14  
**FLSA Classification:** Non-Exempt  
**Workers Comp:** Police

### GENERAL PURPOSE

Perform a wide variety of court related duties, including maintaining public peace and security for the South Jordan City Municipal Justice Court, providing information and assistance to staff and court users, serving warrants and taking arrestees into custody, performing searches, locating and contacting wanted persons and transporting prisoners.

### SUPERVISOR

Justice Court Administrator

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Ensure the safety of the general public, court staff, and prisoners while at the Municipal Justice Court by maintaining order in the courtroom.

Provide regular security checks, including preparing courtroom for sessions.

Operate security devices to detect weapons, contraband, and other prohibited items.

Exercise good judgment in dealing with emergency situations.

Provide direction and information to the public in person and by phone regarding services of the Court using good customer service skills.

Receive and review supporting Court documentation for issuance of an arrest/bench warrant, and responsible for ensuring all documentation has been properly authorized and processed.

Transport prisoners to and from secure facilities as required. Prevent prisoners from physical contact with unauthorized persons while at the Municipal Justice Court.

Contact persons with active warrants to encourage compliance with Court requirements.

Serve or assist in the service of warrants or other legal process.

Transport City funds for deposit to financial institutions, or provide security to other City employees as they deposit City funds.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

P.O.S.T. certifiable as Special Function Officer or Law Enforcement Officer.

2. Special Qualifications:

Valid Utah Class D Drivers License  
Eligible for UCJIS computer access

3. Knowledge, Skills, and Abilities:

Knowledge of court security principles, procedures, and techniques.

Knowledge of weapon detection systems.

Knowledge of first responder first aid including CPR.

Knowledge of constitutional requirements, Utah law, and South Jordan City ordinances, and the ability to interpret laws and regulations as needed.

Knowledge of Municipal Justice Court procedures and policies.

Knowledge of Jail transportation and booking policies.

Skill in firearms proficiency and knowledge of proper use of force.

Ability to communicate effectively orally and in writing.

Ability to exercise proper judgment under conditions of dangerous physical and mental duress.

Ability to take and maintain custody of persons as required by an emergency, a warrant, or by Court Order.

Ability to maintain a positive working relationship with Court staff, including other Court Officers.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls; however, may be required to serve warrants and transport prisoners in inclement weather conditions. Tasks require a variety of physical activities, which may involve risk of injury when making arrests and applying control techniques. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance. Peace Officer status is for assigned duties while on-duty, and not for general law enforcement purposes. Firearms are authorized for on-duty and travel to and from work only.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Position Code:</b>	<b>CRT012</b>	<b>EEOP Class:</b>	<b>ProtServSworn</b>
<b>Position Type:</b>	<b>FT/40 hours</b>	<b>EEO-4 Class:</b>	<b>PS Worker</b>
		<b>Job Match Code:</b>	<b>1800</b>