

**INGHAM COUNTY
JOB DESCRIPTION**

COURT OFFICER - FAMILY COURT

General Summary :

Under the supervision of the Chief Referee of the Juvenile Division. Locates individuals named on legal documents issued by the Judges of the Family Court and serves the papers. Maintains courtroom security and provides security and assistance to the Judge. Provides courier service and performs other support tasks. Provides general assistance to court participants on scheduling and procedural information.

Essential Functions :

1. Locates individuals named on legal documents issued by the Judges of the Family Court and serves the papers.
2. Completes LEIN forms to assist caseworkers and investigators to get warrant checks, criminal histories, and driving records.
3. Transports juveniles to Youth Center, Jail, hospital and other locations as well as to other counties and detention facilities. Responsible for the safety and security of individuals kept in a locked area.
4. Opens the courtroom and ensures its readiness for court proceedings, directs parties to the proper area and provides schedule and procedural information to attorneys, jurors and others.
5. Maintains security in the courtroom. Monitors activity in and around the courtroom to ensure appropriate behavior.
6. Maintains a log of all apprehension orders and bench warrants issued by the Family Court, ensures they are entered to LEIN with the appropriate police agencies and ensures they are recalled as appropriate.
7. Provides courier service as needed, including the delivery of deposits to the bank.
8. Assists law enforcement agencies in locating individuals, transporting, and providing supplemental security for their prisoners and witnesses when brought to court.
9. Takes charge of jurors during jury trials and provides for their security and needs.
10. Obtains files needed for court schedule from records area as needed. Provides related support tasks for the Court.

Other Functions :

11. May perform special projects, such as researching and compiling statistics, researching new products and services, preparing court reports, and providing administrative support.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or its equivalent. Prefer some college level coursework in police administration, criminal justice, or related areas.

Experience: One year experience as a law enforcement officer or closely related capacity.

Other Requirements: Must be able to be deputized and to make arrests. MLEOTC certification. Must have valid Michigan Driver's License. CCW Permit required.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access courtroom.

Ability to access the court location.

Ability to access various locations throughout the County.

Ability to operate a motor vehicle.

Ability to climb stairs to access residences.

Ability to walk over various types of terrain to carry out location efforts.

Ability to enter and retrieve information from a computer.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

Works outside, including driving a motor vehicle, in all types of weather conditions.

May encounter physical altercations in the course of location or arrest efforts.