



STATE OF MICHIGAN 46th DISTRICT COURT

Court Officer

DISTRICT JUDGES

The Honorable
CYNTHIA M. ARVANT
248-796-5830

The Honorable
SHELIA R. JOHNSON
248-796-5810

The Honorable
DEBRA NANCE
248-796-5820

ADMINISTRATOR
RENEE SHELIDE
248-796-5800

CIVIL DIVISION
248-796-5870

CIVIL INFRACTION/
PARKING DIVISION
248-796-5860

MISDEMEANOR/
FELONY DIVISION
248-796-5880

PROBATION
DEPARTMENT
248-796-5850

TDD
248-354-3329

website:
46th-district-court

POSITION: Court Officer (Part time 20-35 hours per week)

SALARY: Starting salary **\$36,079**

SUMMARY:

With limited supervision by Administration, maintains courtroom security, protecting the judge/magistrate, jury and other participants and ensuring proper decorum in the courtroom and surrounding areas. Provides general assistance to the judge/magistrate by locating, delivering and transporting in-custody prisoners and case files, directing parties to the appropriate areas and performing related functions including but not limited to completing and processing court forms.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Manages screening process for entry into the building by staff and the public.
2. Monitors compliance with social distancing and mask requirements due to COVID 19.
3. Opens courtroom, checks equipment, maintains courtroom security, including protecting the judge/magistrate, jury and other participants and ensuring proper decorum in the courtroom and surrounding area.
4. Reviews court docket and coordinates daily schedule with attorneys, law enforcement authorities, respondent, witness and other court participants.
5. Provides for juror protection and sequesters them as necessary.
6. Assists in the efficient processing of court cases by locating files, relaying messages and transporting court documents such as files, bond monies and pleadings. Completes and processes court forms as needed.
7. Provides assistance and general case information to attorneys, prosecutor's office, law enforcement authorities, respondents, witnesses, court personnel and the general public.

8. Delivers case files to the judge/magistrate, calls cases into court, directs parties to proper courtroom, provides information on court schedule and proceedings to parties and otherwise assists in coordinating court activities.
9. Provides general court building security which may include staffing security desk, monitoring in-custody prisoners and weapon screening.
10. Transports in-custody prisoners between (1) court and jail and (2) from court holding cell to courtroom.
11. As a court security officer, assists court staff by calming or restraining unruly persons and fulfilling other security functions.

QUALIFICATIONS:

High school graduation or equivalent.

EXPERIENCE:

Six months of security and/or case processing experience in a court or closely-related legal setting.

Other Requirements: Physical condition adequate to perform the work. Qualified to carry and use a firearm.

TO APPLY:

Email resume and references with subject "Court Officer" to: courtempoyment@cityofsouthfield.com. Only qualified candidates who are selected for an interview will be contacted. Potential Court employees shall be subject to a background investigation and fingerprinting.

DEADLINE: Open until filled

The 46th District Court is an Equal Opportunity Employer

26000 Evergreen Road ♦ P.O. Box 2055 ♦ Southfield, Michigan 48037-2055