



HARRISON COUNTY SHERIFF'S DEPARTMENT

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Courthouse Security Screening Deputy

DIVISION: Transport

CLOSING DATE: February 26, 2018

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

Position Title: Courthouse Security Screening Deputy	Base Salary: \$ 30,035.00 Annually \$31,987.00 BLEOST Certified
Supervised By: Captain (Transport Division)	

CHARACTERISTICS OF THE POSITION:

A Courthouse Security Screening Deputy provides security screening and control of public access to the courthouse and may assist other positions with tasks so designated by the Sheriff. Performs other work as requested.

SPECIFIC DUTIES:

- Provides security for the Harrison County Courthouse(s) by screening all individuals entering the building for weapons, drugs, explosives or other prohibited items.
- Permits entry by County employees with valid identification, as well as other ID, attorneys, vendors, etc.
- Performs full screening procedures on all individuals, except for county personnel possessing valid ID's, prior to granting entry into secure areas of the courthouse.
- Requires all individuals entering the screening area to place all metal objects in screening container; to place their personal items (i.e. purses and/or briefcases), on table to be searched; instructs individuals to walk through metal detector.
- Completes entire body screen with a hand held scanner on any individual who activates the metal detector.
- Reports unusual activities and occurrences to the Sheriff, Chief Deputy, and Captain of Transport Division.
- Performs other duties of a similar nature or level.
- Maintains good rapport with local police agencies, visitors and staff.
- Assists in the training of personnel.
- Participates in Sheriff's Department recruitment and community relations activities as directed.

ESSENTIAL FUNCTIONS:

Knowledge of the methods and techniques commonly employed in law enforcement security screening work.

Knowledge of the principles and practices of the criminal and civil justice system, including the rules of procedure.

Knowledge of the goals and objectives of law enforcement work at the County level.

Ability to maintain order, including the control of disruptive individuals, in a variety of situations.

Knowledge of simple clerical procedures and practices.

Knowledge of practical application of first aid.

Ability to react quickly and calmly in an emergency.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

An applicant for the position of Courthouse Security Screening Deputy within the Harrison County Sheriff's Department that cannot perform these essential tasks will not be accepted. A current employee in the position of Courthouse Security Screening Deputy who is no longer able to comply with the requirements of The Harrison County Sheriff's Department will be referred to administration for appropriate action to be taken.

CHAIN OF COMMAND:

This position reports and is accountable to the Transport Captain. Annual and supplemental job performance evaluations will be completed in writing and discussed with the Deputy performing these duties. During the review, the Deputy will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The Deputy may disagree with the evaluation, and provide written comments as well.

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POSITION REQUIREMENTS:

1. Must successfully complete required Mississippi Law Enforcement Basic Certification Course within one (1) year of selection;
2. Be a United States citizen;
3. Have a high school diploma or equivalent (GED);
4. Be at least twenty-one [21] years of age;
5. Possess a valid Mississippi Driver License;
6. Be subject to a thorough background investigation and personal interviews by Office personnel;
7. Demonstrate reading and comprehension skills in the English language to at least the 10th grade level through interviews and written demonstration of proficiency;
8. Demonstrate honesty and integrity by successfully completing pre-employment drug testing;
9. Be fingerprinted and subjected to a search of local, state, and national records and fingerprint files.

PRIOR TO EMPLOYMENT FOR THE POSITION OF COURTHOUSE SCREENING OFFICER THE APPLICANT MUST MEET THE FOLLOWING PHYSICAL REQUIREMENTS:

AGE GROUPS	20 - 29		30 - 39		40 +			
	Male	Female	Male	Female	Male	Female		
1.5 mile run 70% pre-employment requirement	14:30	17:18	15:30	18:30	16:30	19:42		
Agility Run 70% pre-employment requirement	18:60	21:10	19:10	22:20	20:05	23:85		
Push Ups (Minimum required in a two minute time limit)	17-21 yrs	22-26 yrs	27-31 yrs	32-36 yrs	37-41 yrs	42-46 yrs	47-51 yrs	52+ yrs
70% min. for pre-employment	M - 52 F - 28	M - 50 F - 26	M - 48 F - 24	M - 43 F - 22	M - 42 F - 18	M - 36 F - 17	M - 32 F - 13	M - 26 F - 12

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