

**County of Antrim**  
**Position Description for Courthouse Security**  
**Screening Officer**

Title: Courthouse Security Screening Officer  
Department: Antrim County Sheriff's Office  
Reports to: Antrim County Sheriff  
Classification: Irregular, Part-Time

**Position Summary**

Under the supervision of the Antrim County Sheriff, this position will maintain a professional relationship with all persons entering and exiting the courthouse without direct supervision while performing screening duties in order to provide safe and secure building. This position is an irregular, part-time, year round position. Working hours are Monday through Friday and are flexible.

**Essential Duties and Responsibilities**

1. Monitor scanning equipment
2. screening visitors, searches, detainment
3. Perform remands as directed by the Court
4. Prepare incident reports and other documentation related to law enforcement actions or as directed
5. Maintain procedures to protect the safety of the judges, and the court's property
6. Protect all court staff, attorneys, visitors, and occupants of the courts
7. Prohibit banned items from entering the building
8. Wear a uniform as specified
9. Carry a firearm, chemical agent, and meet/maintain applicable certifications including firearms qualification on a regular basis
10. Follow all Sheriff Office policies/procedures and direction from supervisor
11. Responsible for opening and closing the courthouse

**Required Education and Experience**

High School diploma or equivalent.  
Prefer law enforcement experience/security experience, but will consider all applicants based on unique individual life/work experience.

**Qualifications**

1. Excellent interpersonal skills
2. Must be at least 21 years of age.
3. Ability to withstand the physical demands of the job
4. Capable of responding to emergency situations
5. Strength to effectively subdue and/or remove persons in difficult or emergency situations
6. Ability to assist in the evacuation of the building
7. Ability to be punctual and arrive to work on scheduled days
8. Possess a valid unrestricted Michigan driver's license
9. Pass a pre-hire physical and drug screen
10. Pass a background check and weapons qualifications
11. Ability to be flexible

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. The employee must be able to regularly talk and hear. Ability to frequently stand, walk, sit, use hands to finger, handle or feel, and reach with hands and arms.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.