

# Grand County

## Job Description

<b>Title:</b>	Court Security Deputy/Drug Court and PreTrial Services	<b>Job Code:</b>	2651
<b>Division:</b>	Operations	<b>Effective Date:</b>	1/2025
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	12/2024

### GENERAL PURPOSE

Performs a variety of **full performance professional and technical** duties for the Sheriff's Office by providing efficient public safety to Grand County. Provides Court Security, Transports, Drug Court/Pre-trial tracking and follow-up for defendants that require re-arrest or for police contact.

### SUPERVISION RECEIVED

Works under the direct supervision of the Jail Commander

### SUPERVISION EXERCISED

None

### ESSENTIAL FUNCTIONS

**Bailiff/Court Security:** Performs a variety of full performance security and courtroom processing tasks specific to maintaining courtroom order and ensuring that courtroom processes are adhered to; serves as security officer for the protection of county personnel and facilities. Functions in arraignments held in juvenile and district court; acts as official custodian of the courtroom. Serves as security officer by carrying out specific plans and programs to ensure safety of court personnel and protection of facilities; follows specific instructions from appropriate supervisors. Assists witnesses, litigants, and public by answering questions about court procedures, but does not give legal advice or discuss merits of case on trial.

**Drug Court Tracker:** Assists in conducting background investigations, BCI and NCIC; tracking and follow-up of defendant's re-arrest or police contact. Performs compliance monitoring of participants. Assists with verifying and serving outstanding warrants; home visit/address verification. Conducts urinalysis testing; provides results to program authorities.

Participates in staffing decisions; maintains files on participants that detail progress, sanctions, and incarcerations. Works with coordinator to maintain appropriate data for follow-up. Educates peer professionals and community leaders about the Drug Court program. Maintains an adversarial role during staffing to assure compliance with Drug Court procedure and guidelines.

### PreTrial Services

Assisting a court in making an informed decision regarding an individual's pretrial release; and Providing supervision of an individual released from law enforcement custody on conditions pending a final determination of a criminal charge filed against the individual.

**Enforcement & Operations:** Responds to calls for service, patrols residential, business and industrial centers; patrols assigned roadways and citizen traffic areas in patrol vehicle to observe the general public and traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests; assists with search and rescue efforts.

Reports to accident scenes to render first-aid to injured persons and control traffic in the area; investigates cause of accident and prepares report on details after determining responsibility for accidents.

Responds to a variety of citizen complaints such as robberies, break-ins, domestic quarrels, assaults, and vandalism; prepares initial investigation reports on scene of crime; gathers evidence and interviews victims and witnesses; responds to civil disputes and domestic calls.

Prepares arrest records including fingerprinting and mug shot photography (identifying the prisoner and charge against him/her).

**Civil Processes & Apprehension:** Serves as an agent of the court in satisfying civil and criminal warrants including writs of execution, subpoenas, restitution or attachment/seizures, property replevins, and protective orders; locates persons named in criminal warrants and executes the warrants, makes arrests; provides courtroom testimony as required; enters and updates inmate computer records to accurately reflect status of civil documents serviced; assists in conducting sheriff sales. Process server and may assist with search and rescue.

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### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or GED; plus, Graduation from (P.O.S.T.) Academy BCO and LEO  
AND
- B. Three (3) years of progressively responsible law enforcement experience.  
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Working knowledge** of local, state, and federal laws such as traffic code, drug court protocol, juvenile code, civil procedures and criminal code; corrections and law enforcement protocols; investigative methods and techniques, specialized law enforcement equipment such as radar; county geography, road systems, and boundaries; standard first-aid administration; interpersonal communication skills; techniques and procedures of police work; arrest, search and seizure laws, booking processes and procedures; court procedures, civil paper serving and processing; English, grammar and technical writing skills.

**Skill** in the operation of motor vehicles at high speed and in dangerous situations; skill in the use of firearms, Taser, urinary analysis machine, ASP, radio, restraints, computer, etc.

**Ability to** apply modern law enforcement principles, procedures, techniques, and equipment in various law enforcement situations; learn and interpret the civil and criminal code related to law enforcement and the elements of crime; demonstrate knowledge of how to react in emergency situations; demonstrate problem solving capability; ability to enforce laws and ordinances with tact and impartiality; follow established safety practices and procedures common to law enforcement work; communicate effectively, verbally and in writing; develop effective working relationships with the public and fellow employees; perform work requiring good physical condition.

3. Special Qualifications:

- Must have POST certification and be at least 21 years of age.
- Must pass an extensive background investigation.
- Must possess a valid Utah State Driver's License.
- Must work rotating shift work. Must work on-call 24 hours.
- Must complete 40 hours of training per year to maintain certification.

4. Work Environment:

Functions of the position generally performed in a controlled environment. Frequent travel. Many functions of the work pose a high degree of hazard uncertainty. Physical readiness and conditioning may be a condition of job retention. Various levels of mental application required, e.g. memory for details, emotional stability, discriminating thinking, creative problem solving. Continuous use of motor skills. Must be able to lift and drag up to 100 pounds. May have to physically restrain a hostile inmate.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

**(Employee)**