

City of Springfield

COURT OFFICER

GENERAL DUTIES AND RESPONSIBILITIES

Under the general supervision of the Patrol Bureau Commander, provides court bailiff services to the Springfield Municipal Court, to include maintaining order in the Court area, and transports prisoners to and from Court. Performs related duties as required.

Essential Duties

1. Provides security during court appearances and maintains order; transports prisoners between Municipal Court and corrections facilities for various legal proceedings.
2. Secures prisoners in the Police Department holding facility who are pending legal action for City, State, and Federal violations.
3. Communicates with the Watch Commander for high risk transport of prisoners, and whenever additional security/control is needed.
4. Coordinates the intrastate and interagency transportation of prisoners who are ordered to appear in Municipal Court.
5. Prepares written reports of activities that have occurred on an assigned shift to include general and administrative information; participates in briefings and debriefings to exchange information as it relates to assigned duties.

QUALIFICATION REQUIREMENTSGeneral Knowledge, Skills, and Abilities

Knowledge of the role of public safety and the value of law enforcement in the community; knowledge of report writing techniques; knowledge of basic mathematics; ability to learn police procedures and methods, and Springfield Police and Municipal Court operations; ability to develop a proficiency with police equipment to include vehicles, firearms, chemical agents, and computer systems; ability to apply the physical strength and endurance necessary to perform the duties of the position; ability to interact effectively with persons who possess a wide range of behavioral characteristics; ability to work harmoniously with co-workers, other agencies, and the public; ability to analyze situations, make decisions, and act quickly; ability to effectively manage stress; ability to participate in the training of co-workers and the overall functioning of a team; ability to maintain concentration under rapidly changing conditions; ability to communicate orally and in writing; ability to complete timely reports; ability to travel as required.

Experience and Training

Completion, or equivalent, of a two year college degree program, plus related experience, typically two years experience in a confined institutional/detention facility, or general law enforcement activity. Additional related experience may be substituted for the required education, or any combination of experience and training that provides the required knowledge, skills, and abilities.

License

A valid State of Oregon driver's license at the time of appointment.

Condition of Employment

Police Department employees hired after June 1986, must refrain from the use of tobacco products while on duty.