

## **JOB NOTICE**

The **Gulf County Sheriff's Office** is accepting applications for Deputy Sheriff - Court Security. A Law Enforcement Employment Application and complete job description are available at the Gulf County Sheriff's Office or at <http://www.gulfsheriff.com/resources.cfm>. Applicants must possess a current FDLE/CJSTC Florida Law Enforcement Officer Certification. Applications will be accepted until Friday, March 14, 2025 at 4:30 PM ET. Applications must be submitted or mailed to the Gulf County Sheriff's Office, ATTN: Capt. Chris Buchanan, 418 Cecil G. Costin, Sr., Blvd., Port St. Joe, FL 32456. For more information, please contact Capt. Chris Buchanan at 850-227-1115 (ext. 2728). Gulf County Sheriff's Office enforces a Drug-Free Workplace Policy and is an Equal Opportunity Employer.

# **GULF COUNTY SHERIFF'S OFFICE**

## **Job Description**

<b>Job Title:</b>	Deputy – Court Security
<b>Hours of Work:</b>	Full-time - assigned to the Gulf County Courthouse. Generally works during the operational hours of the courthouse; however, may be required to work outside of normal office hours. Subject to call for emergencies or to accommodate staffing requirements.
<b>Rate of Pay/Benefits:</b>	\$51,000/year; salary incentive for education and LEO experience pay. Florida Retirement System; Health Insurance; Dental Insurance; Life Insurance, Deferred Compensation and Employee Assistance Program. Annual Leave, Sick Leave and Holidays.

### **General Description:**

A highly responsible position requiring a certified deputy sheriff to be responsible for maintaining security and decorum in the various courts of the judicial system and handle the needs of the jurors assigned to the various court functions. Responds to emergencies within the courthouse and assists with emergency evacuations of the building. Responsible for operation of the security post at the main entrance to the courthouse and for monitoring the security equipment located at the post.

Under the general direction of the Court Security Corporal, performs general law enforcement work of average difficulty and responsibility in the preservation and protection of life and property, the prevention of crime, the maintenance of good public order, the enforcement of civil and criminal law, and other related duties as required by direction or assignment.

All assignments involve responsibility for recognizing the social importance of the law enforcement function and for conscientious and effective performance of duties without immediate supervision. Deputy exercises judgment and individual initiative in the performance of routine duties and in emergency situations.

Duties are generally performed during courthouse operations, but the deputy may be called upon to continue assigned duties or special work assignments on other shifts and/or at such times as directed to best fill the efficient and effective operations of the Gulf County Sheriff's Office.

### **Examples of Specific Duties and Responsibilities\*:**

- Abide by the "Law Enforcement Code of Ethics."
- Provide security for judges, attorneys, witnesses, jurors, prisoners in custody, defendants, and the general public.
- Open court, including Circuit Court, county court, juvenile court, and other judicial proceedings that require a bailiff.
- Ensure the efficient day-to-day operations of the courtroom and other judicial functions.
- Handle the jury including, but not limited to, checking to determine if all are present, catering to the needs of the jury, and ensuring the seclusion of the jury.

- Call witnesses in court.
- Respond to emergencies or occurrences of a serious or unusual nature which arise within the courthouse and ensure the immediate response to alarms within the courthouse.
- Take immediate law enforcement action or other action deemed necessary to resolve conflicts of a potentially violent nature and resolve any disturbance which might arise in the courthouse.
- Conduct inquiries on suspicious persons and possible courthouse security problems.
- Perform miscellaneous duties assigned by the judge.
- Transport juries to meals, lodging, or other reasons directed by the judge.
- Assist with the service of civil process as required.
- Perform additional duties as required by the sheriff or through necessity of situation.
- Apprehend and or arrest people suspected of committing criminal violations or for whom a warrant has been issued.
- Assist with the emergency evacuation of the courthouse and initial emergency inspection of the building during emergencies, such as a bomb threat.
- Notify appropriate authorities and provide emergency assistance in disaster or other emergency situations.
- Maintain an alert, businesslike manner and military bearing upon the street or within the courthouse.
- Observe all persons who arouse suspicion investigate any person whose appearance, conduct, or presence seem suspicious.
- May, on a limited or occasional basis, assist in other areas of the agency.
- Write all reports as directed by agency policy and procedures.

\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of specific job functions or tasks does not absolve an employee from being required to perform additional tasks incidental to, or inherent in the position.

**An individual in this position is a Deputy Sheriff for the Gulf County Sheriff's Office and must meet all criteria required of that position in addition to the assigned specialized duties in the Judicial Services Section.**

**Essential Functions and Responsibilities of Deputy Sheriff include:**

- Pursuit, apprehension, and arrest of law violators or suspected law violators
- Patrols assigned areas of the County to preserve public order and tranquility, and to prevent and/or discover the commission of crimes against person or property
- Makes arrests and testifies in the prosecution of law violators; conducts preliminary and/or detailed investigations of the commission of crime or law violations
- Protects the crime scene, gathers and preserves matters of evidence, takes and records testimony; directs and coordinates activities on-site until relieved by a superior officer; assists detectives in specialized investigations
- Transports arrested individuals to jail, and prepares offense and case reports and investigative information for evidence for court
- Serves warrants, capias, court orders and other legal processes; locates and arrests persons wanted on warrants or court orders

- Enforces the traffic laws and arrests or issues summons to traffic law violators; reports unsafe road conditions; directs the flow of traffic when required; investigates traffic accidents
- Participates in work involving juveniles, making preliminary and/or detailed investigation and follow-up, referring such cases as needed to Juvenile Court
- Assists in the training of personnel
- Regular and reliable attendance is required as an essential function of the position
- This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work
- Participates in Sheriff's Office recruitment and community relations activities as directed

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary

### **Requirements:**

- High school graduation or equivalent diploma.
- Certificate of completion of law enforcement training as required by the State of Florida.
- Must possess current FDLE/CJSTC Florida Law Enforcement Officer Certification.
- Must possess a valid Florida Driver's License, or the ability to obtain one.
- Not have tried, used or experimented with any type of illegal drugs within the past 2 years (24 months), nor any hard drugs within the past 5 years (60 months).
- Successfully pass physical and drug screen.
- Successfully pass a psychological evaluation.
- Be able to effectively communicate information both orally and in writing.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the application of modern law enforcement principles and practices.
- Knowledge of the importance of law enforcement work, the geography of Gulf County, its unincorporated areas, and the general roadway system of the County.
- Knowledge of Policy and Procedures.
- Knowledge of first aid practices.
- Ability to understand and carry out oral and written instruction.
- Ability to react quickly and calmly in emergency situations.
- Ability to cope with stressful situations and perform calmly under stressful conditions.
- Ability to work closely with others as a team.
- Ability to prepare and present clear, accurate, concise and objective written and oral reports.

- Ability to enforce the law with firmness, tact and impartiality and to deal courteously with the public.
- Ability to recognize and understand the emotional and physical reactions of both victims and perpetrators of crimes.
- Ability to maintain a level of physical conditioning to be able to physically subdue, restrain, and apprehend law violators.
- Ability to meet requirements of periodic in-service training.
- Ability to render physical assistance.
- Ability to adhere, at all times, to the standards and principles of honesty and integrity, and to keep your private life unsullied as an example to all.
- Ability to comply with the Drug-Free Workplace Act.
- Skill in calmly and systematically eliciting critical information from individuals who may be injured and/or highly emotional.

### **Physical Abilities:**

- Satisfactory medical standards as stated on FDLE form CJSTC 75A.
- Ability to perceive sounds at normal voice range and sounds transmitted by radio and sirens.
- Ability to operate authorized revolver or semi-automatic handguns designated by the agency from a standing, crouching, kneeling, or prone position with accuracy; essentials for this requirement shall consist of, but not limited to, the following: grip, stance, sighting under various lighting conditions, trigger control, body positioning, drawing techniques, and loading/unloading.
- Ability to drive a motor vehicle in a safe and efficient manner. Essentials for this requirement shall include, but not be limited to the following:
  - Ability to sit in a standard car seat.
  - Ability to use right foot for operation of gas pedal.
  - Ability to use right foot for operation of brake pedal.
  - Ability to use column gearshift.
  - Ability to obtain and maintain a valid Florida Driver's License (minimum Class E).
  - Ability to utilize standard vehicle emergency equipment; ability to use mirrors for safe vehicle operation.
- 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, and responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.