

Flagler County Sheriff Office



Open Position Announcement

Posting Date: Open Until Filled

Position Title: **Part-time Courthouse Security/Bailiff (LEO)**

Salary: \$12.50 per hour

Work Hours: Minimum 24 to 29 hours per week.

The FCSO is currently seeking a Certified Law Enforcement Officer for the position described below. A complete, detailed job description is available in the Human Resources Division.

Job Description & Responsibilities

- ✚ Assists in providing a safe and secure environment for those who work and conduct business at the Flagler County Courthouse.
- ✚ Protect life and property and maintain routine enforcement of laws and regulations.
- ✚ Provides security for courthouse and appendages.
- ✚ Provides assessment, communications and response to:
 - Hostage crisis situations
 - Medical emergencies
 - Fires
 - Bomb Treats
 - Disasters (natural and man-made)
- ✚ Develops proficiency in specialized areas of assignment.
- ✚ Coordinates evacuation of facilities.
- ✚ Controls weapons entering facility.
- ✚ Inspects to insure equipment is working in the court room.
- ✚ Examines articles which are hand carried into the court room.
- ✚ Provides restraint for prisoners on an Ad-Hoc basis.
- ✚ Maintains control over physical security and access cards or keys.
- ✚ Test Duress alarms and document each day when court is in session.
- ✚ Serves warrants in the community when staffing needs are met.
- ✚ Must possess a high school diploma or GED.

Requirements

- ✚ Must be a Certified Law Enforcement Officer with the State of Florida.
- ✚ Must possess a high school diploma or completion of a GED program.
- ✚ Must have a current, valid Florida driver's license.

How to Apply

Interested and qualified applicants should email a resume and cover letter in MS Word or PDF format to: rfuller@flaglersheriff.com