



Job Posting Date: 7/2/2025
Application Deadline: Open until filled
50TH District Court
70 N. Saginaw Street
Pontiac, MI 48342
(248) 758-3815

COURT OFFICER

Salary: \$20.00 - \$23.00/Hour

Supervised by: Court Administrator or Designee
Supervises: None
Department: Court Security
Position Type: Part Time (Up to 20 Hours/Week)
FLSA Status: Non-Exempt

POSITION SUMMARY:

Under the supervision of the Court Administrator or their designee, this position is responsible for a range of duties aimed at ensuring a safe and orderly court environment. Key responsibilities may include transporting inmates, attending court sessions, serving as a court bailiff, performing clerical tasks, and providing general security for court personnel and the public.

ESSENTIAL JOB FUNCTIONS:

1. Serves as a professional representative of the court, always maintaining strict confidentiality. Requires regular and effective communication with court users by phone, in person, or through virtual platforms.
2. Oversee the custody of detained individuals housed in court detention cells and may escort them between detention areas, courtrooms, and interview rooms as needed.
3. Attends court proceedings as required, ensuring security throughout, and escorts jurors to and from the jury room and courtroom.
4. Ensures the safety of court staff and visitors by monitoring the courthouse, maintaining order, and addressing disruptive behavior. Restricts access to secured areas and may restrain individuals when necessary, following established procedures.
5. Retrieves and secures court files as needed, and ensures the bench is stocked with necessary supplies and forms.

OTHER FUNCTIONS

1. Skilled in interacting with individuals experiencing physical or emotional stress.
2. Capable of building and maintaining professional relationships.
3. Demonstrate discretion when managing sensitive or confidential information.

4. Able to manage multiple responsibilities in a high-pressure environment.
5. This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

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REQUIRED KNOWLEDGE, SKILLS ABILITIES & QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Demonstrates tact, courtesy, sensitivity, and discretion when interacting with court users and colleagues.
- Able to build rapport and communicate effectively with individuals from diverse backgrounds.
- Capable of making prompt and sound decisions in emergencies or disruptive situations.

EDUCATION & EXPERIENCE:

Education: High school diploma or equivalent is required.

Experience: Minimum of two years' experience in security, law enforcement, or a related field. Additional experience that reflects sound judgment, maturity, and the ability to perform well under pressure is valued.

LICENSES & CERTIFICATIONS:

- MCOLES certification is strongly preferred.
- Must possess and maintain a valid Concealed Pistol License issued in the state of Michigan.
- Must be proficient in handgun use and pass an annual handgun qualification test.
- Must possess a valid Michigan driver's license.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

This job requires the ability to perform the essential functions contained in this description. These include but are not limited to the following requirements. Reasonable accommodation will be made for otherwise qualified applicants. Qualified applicants who are unable to fulfill one or more of these requirements will not be considered for the position:

- Must be able to perform all essential job functions as outlined in this description.
- Regular physical activity includes using arms and hands to operate objects; frequent sitting, standing, walking, bending, reaching, and communicating effectively with or without assistive devices.
- May be required to sit or stand for long periods of time, bending and reaching.

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This job description does not constitute an employment agreement between the 50th District Court and the employee and is subject to change by the 50th District Court as the needs of the Court and requirements of the job change.

HOW TO APPLY

Submit a cover letter describing your experience and how it relates to the qualifications for the position, a resume, and a Court application (See next page) to 50th District Court's Administration at: 50DC-GeneralInfo@pontiac.mi.us

The 50th District Court is an Equal Employment Opportunity Employer