



Brown County Human Resources

25 Market Street

Aberdeen, SD 57401

Allison.Tunheim@browncounty.sd.gov

Phone: 605.626.7109; Fax: 605.725.2355

www.brown.sd.us

Classification: Part-Time Jail Transport and Court Security

Wage: \$24.69/hour

Department: Sheriff's Office

Reports to: Sheriff

FLSA: Non-Exempt

Opening date: 10/21/2024

Closing date: 10/27/2024

JOB DESCRIPTION

Summary/Objective:

- Court Security will be primarily assigned to the courthouse.
- Required to operate X-ray machine, Magnetometer and handheld metal detector.
- Conduct security sweeps of the court rooms and other designated areas of the court house.
- Operate a law enforcement transport vehicle and use all existing equipment including firearms, communication devices, restraints, etc.
- Transport prisoners and mental patients.
- Be able to work flexible shifts.
- Endure verbal and mental stress.
- Be prepared to handle fires and incidents involving chemicals.
- Read and generally comprehend legal and non-legal documents.
- Be responsible to perform all other duties as requested by the sheriff or the chief deputy.

Competencies:

- Stress Management/Composure.
- Problem Solving/Analysis.
- Teamwork Orientation.
- Decision Making.
- Communication Proficiency.
- Technical Capacity.
- Principles and techniques of public relations and customer service, both in person or over the phone
- Agency regulations, policies, office administrative processes and procedures.
- Safety, security and first aid policies and procedures.
- Use of specified computer applications

- Record keeping principles and practices.
- Performing basic office support work.
- Determining and executing proper course of action under emergent conditions.
- Using initiative and independent judgement within established policy guidelines.
- Communicating effectively in oral and written forms.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Supervisory Responsibility:

- This position has no supervisory responsibilities

Work Environment:

- The position is exposed to a physically challenging environment which may include prolonged sitting or standing.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling
- Grasping: applying pressure to an object with the fingers and palm
- Talking: expressing or exchanging ideas by means of the spoken word
- Hearing: perceiving the nature of sounds without major correction
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat
- Taste and/or smell
- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Moderate Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds; and/or up to 10 pound frequently, and/or negligible amount of force constantly to move objects.

Position Type / Expected Hours of Work:

- Part-time; Hours: vary

Travel:

- Travel is expected for this position.

Education and Experience:

- High School diploma/GED; AND one (1) years of administrative support experience
- CPR and First Aid certification within six (6) months of date of employment
- Firearms certification within first week of employment
- Taser certification within first week of employment

Other Duties:

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Apply by:

Submit cover letter and resume or Brown County application to:

- Brown County Sheriff's Office
22 Court St.
Aberdeen, SD 57401

or

- Email: dave.lunzman@browncounty.sd.gov