

PART-TIME EMPLOYMENT OPPORTUNITY

COURT SECURITY OFFICER

Position Title: Court Security Officer

The 21st District Court, located in Garden City, is accepting applications for an experienced Court Security Officer. Under the general supervision of the Chief Security Court Officer and Court Administrator, responsibilities include, but are not limited to, greeting and directing the general public, ensure safety of general public, staff and Judge, screen all court participants, interpret and respond to disruptive scenarios quickly, maintain security and order in lobby.

Key skills/requirements: Applicant must possess a minimum of a high school diploma or GED diploma equivalent, prior general security or law enforcement experience, CPL required, flexible hours, effective communication, knowledge of laws and procedures, good judgment and physical strength.

Applicants will be required to complete an employment application and sign a release for previous and current employment records. A criminal history and Secretary of State Inquiry will be conducted.

Please submit resume and a list of references by email or US mail to:

Kristin Remer - Court Administrator

21st District Court

6000 Middlebelt Road

Garden City, MI 48135

kremer@21stdistrictcourt.com

OPEN UNTIL POSITION IS FILLED

The 21st District Court is an Equal Opportunity Employer.