

Administration Building & Warren County Justice Center Security

Job Description/Qualifications

The Warren County Sheriff's Office is currently seeking qualified applicants for the position of Security Officer in the Administration Building and Warren County Justice Center. We offer a starting wage of \$25.22/hour with annual merit and COLA raises.

Daily duties will include but are not limited to:

- Operating an x-ray baggage scanner and walkthrough metal detector to monitor contraband.
- Monitoring courtrooms and county buildings, as assigned.
- Sorting mail delivered to the front desk.
- Other duties as assigned by the Sheriff or designee.

Required Knowledge, Skills, and Abilities:

- Basic computer skills.
- Knowledge and ability to use proper grammar, punctuation, and sentence structure.
- Ability to communicate effectively.
- Ability to accurately document incidents containing clear, concise, and complete information in chronological order.
- Ability to recognize behavior problems or security issues and take immediate action to intervene.
- Ability to enforce rules and regulations firmly and fairly.
- Ability to follow standard operating procedures.
- Ability to analyze data and reach logical conclusions.
- Ability to meet the physical and psychological standards set forth by the County Sheriff.
- Ability to successfully complete training requirements as defined by the Sheriff's Office general orders, the Iowa Administrative Code.
- Ability to participate in physical restraint of hostile, aggressive, combative prisoners or the members of the public.
- Ability to successfully complete a CPR course.
- Ability to frequently use stairs, crouch, kneel, stoop, bend, reach and crawl.
- Ability to occasionally lift 75 lbs. floor to waist, occasionally lift 15 lbs. floor to shoulder, and occasionally push/pull 75 lbs.
- Ability to communicate using a two-way radio.

Training and Experience:

- Graduation from high school or equivalent.
- Preferred candidate will have prior law enforcement experience.

Special Requirements:

- Must be 21 years of age or older.
- Must be of good moral character.
- Must not have been convicted of a serious crime.
- Must be able to meet any additional criteria established by state and federal law which would allow the applicant to be certified to the IOWA (Iowa On-Line Warrants and Articles) system and the NCIC (National Crime Information Center) system.
- A criminal background check is required.
- Candidate must pass a post-employment offer physical examination and physical capacity testing to ensure candidate meets the essential physical requirements of the position.
- CPR/AED and First Aid training is required within six months of hire.
- Must not have an addiction to drugs or alcohol.
- A drug screen is required prior to final offer of employment.
- A valid State of Iowa driver's license is required.
- Must be able to qualify yearly with a handgun.