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## Court Services Deputy - Part Time

Closes 30-Jun-2025 (EST) | Sheriff | Howell, MI, USA | \$ 22.09 per hour | Hourly | Part Time

| Optional Voluntary 457 Deferred Compensation plan, Wellness Reimbursement and Employee Assistance Program

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Livingston County was named a **2024 Top Workplace** by the Detroit Free Press! Based solely on employee feedback, the Top Workplace title is a badge of honor for the County. With over 700 employees serving within 18 departments, 6 elected offices, and 3 Courts, Livingston County's top priority is providing effective and efficient services that improve the quality of life for all of our residents..

### **About Us:**

We are located in Southeast Michigan and are one of the fastest growing counties in Michigan. Livingston County consists of 16 townships, 2 villages and 2 cities. The county contains a diverse mix of rural agricultural areas, historic downtowns, suburban development, lake-side living and large recreational lands. Home to two metro parks (Kensington and Huron Meadows), 3 state recreation areas (Island Lake, Brighton, and Pinckney), 1 state park (Lakelands Trail), 2 state game areas, 1 wildlife area, 2 Livingston County parks (Lutz and Fillmore), and numerous local parks, Livingston County has an abundance of recreational opportunities. Livingston County offers 163 park acres per 1,000 residents, more than any other county in Southeast Michigan.

### **Position Summary:**

Under the supervision of the Sheriff and a designated command officer, is assigned four primary duties including judicial security, courtroom security, building security and ancillary support security functions. From an overall perspective, is responsible for providing a safe environment for the citizens, courts and employees of the facility to which he/she is assigned.

As a member of the Livingston County Court Security Unit of the Sheriff's Office, the Court Services Unit Deputy may be assigned to perform court security and bailiff duties at any County court facility as well as the Law Center.

### **Benefits with this Position Include:**

- Optional Voluntary 457 Deferred Compensation plan
- Paid sick days accrued at 1 hour per every 30 hours worked.
- 4 hours of paid personal time per year.
- Up to \$300 annual Wellness reimbursement\* & \$100 incentive for completing your annual physical & Health Assessment.
- Employee Assistance Program

\* Pro-rated based on the DOH

### **Pay Rate Information:**

The Court Services Deputy position is a part-time, non-union position and starting pay is **\$22.09/hr**. This position is eligible for step pay increases within our [Non-Union Grade 4 Wage Scale](https://milivcounty.gov/wp-content/uploads/2025-NU-Wage-Scale-w-Job-Class-AUDIT.pdf). (https://milivcounty.gov/wp-content/uploads/2025-NU-Wage-Scale-w-Job-Class-AUDIT.pdf) Top end of the current wage scale for this position is **\$27.98/hr**. This is a part-time position, with an average of 20 hours per week.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for the opening and closing of the secured facilities to the public.
2. Responsible for a physical check of all persons and containers entering the facilities by performing various tasks such as: Operating weapons screening equipment including hand-held and walk-through metal detectors, x-ray machines, and other security equipment.
3. Performs security patrols and contraband searches of the courtrooms and additional interior areas within the courthouse/assigned building.
4. Provides protection for judicial officials/jurors/public during proceedings.
5. Performs security (foot or vehicular patrols) and contraband searches of exterior areas of the courthouse.
6. Directs the opening and closing of courtrooms.
7. Provides security response in emergency situations and makes requests for needed assistance.
8. Assumes custody of individuals remanded into custody by the Judge.
9. Monitors public and private entrances and corridors.
10. Assists Law Enforcement officers in guarding prisoners in the courtrooms and adjacent holding areas, and moving prisoners in and out of court as needed.
11. Maintains order and decorum in an assigned courtroom. Remains positioned in a location that enables the officer to monitor all persons and activities in the courtroom.
12. Enforces court or facility policies and/or rules, if they are not contrary to Sheriff Department policies or rules, and are approved by the Sheriff and or his designee.
13. Courteously provides directions and general information to persons entering the building.
14. Renders first aid to citizens and or employees when possible.
15. Assists the court with Preliminary Breath Test, Swab Drug Test and other various tasks when possible.
16. Performs other security and security-related tasks and duties as directed.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma and a minimum of one year of experience in a law enforcement and/or complex security setting.
- Must be MCOLES certified or certifiable upon appointment.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Must have no prior or expunged felony convictions.
- Thorough knowledge of the principles and practices of law enforcement and security protocols.
- Knowledge of, and ability to interpret, apply, and explain complex laws, policies and regulations.
- Ability to use sound independent judgment within established policy and procedural guidelines.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with court personnel, juries, County employees, representatives of other governmental units, professional contacts, elected officials and the public.
- Ability to assess situations and work effectively under stress and in emergency situations.
- Basic skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications, with the ability to learn any necessary features of the court's software programs and applicable state software databases.

### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, inspect materials and explain procedures. The employee must be mobile with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 75 lbs. without assistance and be physically able to restrain unruly individuals.

While performing the duties of this job, the employee regularly works in a courtroom or security setting, possibly in dangerous law enforcement situations. The noise level in the work environment can range from quiet to loud, depending on the assignment.

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