

SHERIFF VIC REGALADO



UNDERSHERIFF GEORGE W. BROWN

TULSA COUNTY SHERIFF'S OFFICE

303 W. 1ST ST. TULSA OK 74103

TULSA COUNTY SHERIFF'S OFFICE

Please be advised that the following position is now open and applications are being accepted.

Interested and qualified candidates should submit an online initial application at www.tcsso.org. The closing date will be Monday, June 21, 2021 at 1600 hours. Applicants must meet the following requirements: High school diploma or general education degree (GED)

Job Title: Court House Security Officer
Department: Sheriff-Court Operations Division
Salary: \$ 2453/ month
Reports To: Corporal- Court Operations

DEFINITION

Under general Supervision, is responsible for screening all people entering the courthouse complex, using screening equipment, monitoring people as they enter or exit, providing assistance to the public as needed, and responding appropriately to possible threats to security and safety of the courthouse complex.

EXAMPLES OF WORK PERFORMED

Monitor screening equipment, conduct daily test of screening equipment to ensure proper operation, greets public, provides information, recognize and react to possible threats to safety and security to the complex, able to use 800 radio system, search packages and other items brought to checkpoints, and ability to complete appropriate reports of actions and threats. Performs other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES

Skill in basic typing; Knowledge of 800 radio system/10 codes; of C.R.T. and P.C.; of inter-departmental correspondence; of departmental policies, rules and regulations pertaining to the courthouse complex and Sheriff's Office; of security techniques; Ability to gain respect and cooperation of others; to keep alert and vigilant; to exercise initiative and independent judgement; to understand and follow oral and written instructions; and to deal tactfully with others.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education (G.E.D.)

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Oklahoma Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 stand and balance; walk; use hands to finger, handle, grip, or feel; reach with hands and arms; talk or hear; and taste and have the ability to smell three odors associated with danger. The employee is occasionally required to sit; run; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. The employee must occasionally lift 50 pounds and push/pull or move up to 125 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision which allows employee to decipher between different uniforms worn by inmates, peripheral vision, depth perception, and ability to adjust focus. Employee must be able to perform job duties while wearing gear weighing 10 pounds or more for extended periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 frequently exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.