

## **Utility Officer (GRADE 9)**

**Reports to: Sheriff**

### **Summary:**

The Utility Officer provides security for the courthouse, court personnel, escorts and transports inmates as needed, generally between court appearances in the county and regional jail facilities. This can involve monitoring activities from security checkpoints at the various entrances to the Courthouse as well as providing transport for criminal defendants, mental hygiene patients, juvenile offenders, inmate workers and others as needed. The officer also fills the role of Bailiff when needed. Work is performed with a moderate to high amount of independent judgment and action. Problems vary from routine to highly complex in nature. Work is performed in all conditions and worker is sometimes placed in situations that could cause bodily harm. Work requires constant interaction with the public. (Note: This position combines the duties of the former positions of Court Services Officer and Transport Officer.)

### **Duties and Responsibilities:**

- Provides transportation for inmates and others between court and facilities
- Completes required paperwork for inmate transfer, patient turnover, etc.
- Staffs entry checkpoints at courthouse
- Operates metal detection and x-ray equipment at entrances.
- Checks those entering courthouse for weapons and contraband.
- Monitors closed circuit camera displays of courthouse and county office complex.
- Serves as Process Server as needed.
- Serves as Bailiff as needed.
- Perform other duties as required.

### **Knowledge, Skills, and Abilities:**

- Basic knowledge of law enforcement
- Knowledge of court procedure.
- Knowledge of courthouse.
- Knowledge of local and regional geography.
- Skills in identifying people.
- Ability to react quickly in potentially dangerous situations.
- Ability to communicate effectively with all types of people.
- Ability to use specialized screening equipment.
- Ability to operate mobile equipment and basic office equipment.
- Ability to work day and night alone.
- Ability to use and certify with firearms and non-lethal weapons.

### **Work Environment:**

- Work is done in 12-hour shifts. Can be on-call 24/7.
- Work can be required in either an inside or outside environment.
- Work done in an inside environment is either at special stations at the courthouse entries or within courtrooms.
- Work done in outside environment predominantly involves driving, sometimes for long distances, which can entail leaving the county or state.
- Nature of the work may sometimes place the worker in related hazardous situations.

#### Physical Demands

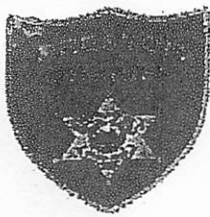
- May be in situations where necessary to evade and defend against physical attack.
- Demonstrated manual dexterity and fine motor skills.
- Regularly sitting and standing for extended periods.
- Regularly lifts/carries ten (10) pounds and may need to lift/carry more than 100 pounds.

#### Qualifications:

- *Education & Experience:* A high school diploma or equivalent is required.
- *Certifications & Credentials:* Valid driver license. Firearms certification. Pepper spray training.

*The contents of this position description shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. It is not intended to be restrictive as to the duties required to be performed. Preston County assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this description may be modified or revoked without notice.*

Approved:	
Revised:	



103 West Main Street Kingwood, WV 26537

## Civilian Employment Application

*Applications will be held for a one year period.*

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Phone: ( ) E-mail Address:

Date Available: Desired Salary: \$

Position Applied for:

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when?

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain:

### Education

High School: Address: \_\_\_\_\_  
From: To: Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

College: Address: \_\_\_\_\_  
From: To: Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

Other: Address: \_\_\_\_\_  
From: To: Did you graduate? YES ☐ NO ☐ Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company:

Phone: (    )

Address:

**Previous Employment**

Company:

Phone: (    )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES  
☐

NO  
☐

Company:

Phone: (    )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES  
☐

NO  
☐

Company:

Phone: (    )

Address:

Supervisor:

Job Title:

Starting Salary: \$

Ending Salary: \$

Responsibilities:

From:

To:

Reason for Leaving:

May we contact your previous supervisor for a reference?

YES  
☐

NO  
☐

**Military Service**

Branch:

From:

To:

Rank at Discharge:

Type of Discharge:

If other than honorable, explain:

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_