

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM IN-HOUSE APPLICANTS
ONLY BEGINNING NOVEMBER 5, 2025, THROUGH NOVEMBER 11, 2025.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE
ACCEPTED BEGINNING NOVEMBER 12, 2025, THROUGH JANUARY 5, 2026.**

(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

JOB TITLE: Court House Security, #12570

Apply On-line: <https://www.co.wayne.in.us/jobs/index.php>

Date Posted:	November 5, 2025
Department:	Wayne County Sheriff Dept.
Hours:	40 Hours Weekly
Salary:	\$25.57/hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would cause an undue hardship.

The Wayne County Courthouse Security Officer shall be a non-Merit employee and classified as non-Merit personnel. The rules and regulations of their employment are governed by the Wayne County Sheriff due to their status as special deputies assigned to the Courthouse Security Staff.

DUTIES:

The Courthouse Security Officer is responsible for maintaining the security and safety of the Wayne County Courthouse, Wayne County Annex Building, Wayne County Health Department/Clinic, and surrounding outside property. Personnel will be familiar with a variety of duties, which include but may not be limited to the following:

Maintains watch over courthouse entrance prior to building opening ensuring only authorized personnel enter.

Logs onto security control and duress systems to acquire control of the system.

Monitor to ensure the proper operational state of closed-circuit television cameras, monitors, time-lapse DVD recorders, metal detectors, and x-ray unit.

Each day's activity is recorded throughout the government buildings and grounds by four twenty-four hours multiplex DVD recorders in the courthouse and one twenty-four multiplex DVD recorder in the annex building.

Any recorded issue needed for evidentiary purposes will be located and saved, logged as such, and secured. Additional requests for recordings must be approved by the Sheriff or Chief Deputy.

Operates metal detector and x-ray equipment to screen each person and package entering the courthouse for weapons or other items that could be used to cause physical harm or disrupt court proceedings.

Search either persons or articles for weapons or other items which may be disruptive to a court environment. Such searches may be required as part of a security screening process as a result of a judicial order or because of special circumstances.

Operates handheld metal detector separately or in conjunction with the walk-through metal detector for anyone entering the courthouse having a medical disability or anyone who is unable to pass through the walk-through system successfully.

Monitors six computer monitors containing images from seventy-two multiplex video cameras and thirty-two duress alarms and immediately responds to these areas when necessary.

Conducts weekly test at each location of the thirty-two duress alarms to ensure the system works properly.

Monitors five telephone lines and four cellular phones to carry out daily duties including emergency telephone notifications and general needs for service.

In the events of an emergency in any Government building, court security personnel will response and if needed, summon the assistance of the Sheriff's office personnel, fire department personnel, emergency medical personnel, or other outside law enforcement agencies.

Courthouse Security Officers shall be responsible for foot patrol throughout the Government buildings and grounds and will respond immediately to calls for assistance, act upon incidents personally observed and as requested by others.

Affect the arrest of persons wanted on outstanding warrants that have appeared in court or other locations in the Government Buildings and surrounding grounds.

Affect arrest of persons as directed by the court judges.

Officers with ILEA certification may affect the arrest of persons based upon probable cause for violations of county ordinances, state laws, or federal laws as law enforcement officers.

Assists with the evacuation of courtrooms and government buildings when necessary as a result of fire, bomb threats, hostage taking, barricaded individuals, natural disasters, or other situations requiring special operations.

Assists in the searches of courtrooms during high profile trials or as requested by the judges or their staff.

Assists Jail personnel with transport and security of prisoners as needed within the courthouse.

Administers any lifesaving assistance including but not limited to emergency first aid and utilization of Adult Emergency Defibrillator (AED) when feasible based on first aid and AED training.

Attends criminal and civil court hearings and trials, maintaining court security and decorum.

Delivers court papers daily.

Conducts foot patrols of Courthouse, Annex, and Health Department/Clinic and surrounding property.

Escorts County personnel to their vehicle or the bank as requested.

Administers sobriety tests and operating portable breathalyzer apparatus.

Prepares written reports of incidents and submits to appropriate personnel.

Assumes roll of officer in charge according to established chain of command as necessary.

Prepares written reports, such as memos, letters, and activity reports and enters data into the computer system.

Ensures proper stock of supplies, including ordering and purchasing as authorized.

Maintains communication equipment.

Secures, protects and documents crime scenes within County Buildings, including collecting and preserving evidence and interviewing witnesses.

Serves subpoenas, civil process papers, and other documents. Gives testimony in legal proceedings.

Attends prescribed in-service or other training programs for certification/re-certification in specialized law enforcement areas.

Maintains uniform in a neat and professional manner.

Maintains, confidentiality and security of information/cases.

Perform any other related duties as assigned by the Sheriff, Chief Deputy, or Judges.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and certification in handgun use.

Possession of or ability to obtain possession of certification in first responder/CPR.

Must be at least 21 years of age.

Ability to comply with all departmental hiring requirements including drug test, medical, psychological, and written exam, and agility test.

Ability to operate office and law enforcement equipment, including computer, calculator, camera, radio, PBT, fingerprinting equipment, drug/narcotic identification kit, and handgun.

Ability to assume role of officer in charge according to established chain of command, including making work assignments and providing discipline.

Ability to properly operate all assigned vehicles, equipment, and uniforms.

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

Ability to use tact and diplomacy in communicating with co-workers, inmates, inmates' families, other law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to obey all written and oral orders and directives from department supervisors.

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Working knowledge of Standard English grammar, spelling, and punctuation, an ability to prepare/complete all required reports within department deadlines.

Ability to maintain confidentiality of department information and reports as required.

Working knowledge of radio frequencies, codes, procedures, and limitations.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, sometimes under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings.

Ability to regularly work evenings and weekends, and occasionally work extended and irregular hours and respond to emergencies on a 24-hour basis.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of duties according to specific instructions and guidelines taken from departmental policy and police procedures. Errors in decision or work may be readily detected by supervisory review and legally defined procedures and may lead to loss of life to self, co-workers, or public and have adverse effects upon department operations, and inconvenience to members of the public.

III. PERSONAL WORK RELATIONSHIPS :

Incumbent maintains frequent contact with co-workers, State, City, and County Law Enforcement, Department of Corrections, and the public for the purposes of exchanging information and explaining/interpreting policies and procedures.

Incumbent reports directly to the Chief Deputy.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a jail/confinement center and other County Buildings, involving sitting/standing/walking for long periods, walking on uneven terrain, working in extreme hot or cold temperatures and wet/icy conditions, walking/running/carrying equipment up/down flights of stairs, running fast for short periods, encountering resistance, subduing an attacking and/or armed individual, working near fumes, odors, dust and dirt, working in a noisy environment, working in confined areas, lifting/carrying/pushing/pulling over 50 pounds, crouching/kneeling, bending at the waist, reaching, driving, close and far vision, color and depth perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent works with or is exposed to violent/irate individuals and responds to situations involving potential physical harm to self and others.

Incumbent is regularly required to work evenings and weekends, and occasionally work extended and irregular hours and respond to emergencies on a 24-hour basis.

Apply at: **Wayne County Government**
 Human Resources
 401 E. Main Street
 Richmond, IN 47374

On-Line: <https://www.co.wayne.in.us/jobs/index.php>

WAYNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER