

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Court Deputy**

<b>BAND:</b> C	<b>GRADE:</b> 4	<b>SUBGRADE:</b> 1	<b>CLASS CODE:</b> J23-4741
<b>DEPARTMENT:</b> Security	<b>ACCOUNTABLE TO:</b> Security Supervisor	<b>JOB FAMILY:</b> Law Enforcement	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> Incumbents are responsible for performing a variety of activities to ensure safe and secure county buildings, facilities and grounds including monitoring activities of the public in the use of facilities; conducting inspections; controlling, detaining and arresting individuals; and instructing others on emergency and security procedures.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Security Officer classification is the first level of a two level security classification series. The Security Officer classification is distinguished from the Security Supervisor classification by the nature and level of security duties performed.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>BAND/ GRADE</b>
1.	Monitors activities of the public and the use of County facilities and buildings; determines necessary action to ensure safety and takes appropriate action.		B2
2.	Conducts walk-through inspections of facilities, buildings and grounds.		B2
3.	Recognizes when a threat exists and controls, detains and arrests individuals using the appropriate amount of force necessary to diffuse volatile or potentially volatile situations.		B2
4.	Provides emergency and security procedural information, consultation and instruction to officials and employees.		B2
5.	Provides research, reports and recommendations to the Director regarding security plans and their implementation.		B2
6.	Performs other duties as required.		
<b>Knowledge of:</b> (position requirements at entry): Knowledge of: <ul style="list-style-type: none"><li>Justice system and court practices and procedures;</li><li>Defense and personal safety tactics;</li><li>State and local laws pertaining to law enforcement and facility security; and</li><li>Customer service techniques.</li></ul>			

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### **Skills** (position requirements at entry):

#### Skill in:

- Using computers and related software applications and operating basic office equipment;
- Using security equipment such as firearms, batons, metal detectors, cell phones, radios, handcuffs, defense spray, flashlights.
- Completing reports;
- Recognizing and evaluating security risks;
- Conducting walk-through inspections;
- Providing information to and interacting with County officials and employees;
- Using and determining appropriate levels of force in detaining and arresting individuals and defusing volatile situations;
- Working in a team and coordinating with other agencies and County departments;
- Developing procedural recommendations;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to give and receive work direction.

### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and four or more years law enforcement, corrections or security officer experience; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

### **Licensing Requirements:**

- Valid WA State driver's license and proof of insurance, if requested.
- Basic Law Enforcement Academy Certification Training from the Washington State Criminal Justice Training Center within 12 months of appointment.

### **Position Requirements:**

- Provide evidence of high school diploma or GED certificate;
- Successful completion and determined suitable for the position based on the results of a background investigation, polygraph examination, and a psychological examination.

### **Working Conditions:** Position may have the potential exposure to the following:

Environment: Exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Medium Work: Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### **Classification History:**

Draft prepared by Fox Lawson & Associates LLC

Date: 5/98

Revised: 02/09

Revised: 08/21

Revised: 12/22