

# Mono County

## Job Announcement

**FILING DEADLINE:**

**OPEN UNTIL FILLED**

**COURT SCREENER**

**MONO COUNTY SHERIFF/CORONER**

**Positions in Bridgeport &  
Mammoth Lakes, CA**

**Part - Time**

**As Needed**

**\$27.50 per hour**

**Mono County is accepting applications for part-time, as needed Court Screeners in the Sheriff/Coroner Department. The positions are part-time, un-benefited positions located in Bridgeport, and Mammoth Lakes, California and require work schedules and hours on days and hours when the Mono County Trial Courts are in session.**

**Definition:**

Working at the will and pleasure of the County Sheriff/Coroner and under the direct supervision of the Undersheriff, a Sheriff Lieutenant, a Sheriff Sergeant, or a Court Bailiff, as assigned: these positions provide public entry security screening for the Mammoth Lakes and Bridgeport Courts. Incumbents conduct periodic security sweeps of the interior and exterior of the courthouse/courtrooms and searches of items carried by persons entering Court facilities. They are expected to contact Court Bailiffs regarding any potential security issues. They also prepare and submit reports and documents and perform other duties as required.

**Examples of Duties:**

Depending upon day-to-day assignments, duties may include, but are not limited to the following: Provides entry security screening for the Mammoth Lakes and Bridgeport courts; Inspects, tests, sets-up, and takes down court security screening equipment and signage each day that court is in session; provides support for a Bailiff, as needed; conducts regular security sweeps of the interior and exterior of the courthouse and courtrooms; conducts special security sweeps as warranted by suspicious circumstances and the need to maintain on-going courthouse and courtroom safety and security; effectively deals with and provides support for courthouse access issues (i.e. persons requiring wheelchairs and crutches and persons with animals); monitors designated radio channels to insure no unauthorized use of radios in the courthouse and courtrooms; searches all bags, purses, briefcases, and other carry-in items for weapons and other contraband; contacts bailiff(s) regarding any security/screening issues or concerns; assists bailiff(s), as requested; prepares and submits reports and other documents, as necessary; maintains all necessary training requirements; performs a variety of assignments and duties.

**Desirable Qualifications:**

**Knowledge of:**

Basic rules and regulations of the Sheriff/Coroner Department and court operation procedures; Care and operation of firearms; First aid techniques.

**Ability and willingness to:**

Operate or learn to operate courthouse/courtroom screening equipment and maintain security during public access; Carefully observe persons and premises, noting any potential security issues; Exercise and carry-out good communications and public relations with persons entering and using the courthouse and courtrooms; Analyze situations accurately and adopt effective courses of action; Maintain a variety of reports and documents; Use and care for firearms; Understand and carry out oral and written directions and Department policies and regulations; Establish and maintain cooperative working relationships with fellow employees and the general public. Ability to successfully complete PC 832 training (Retired Peace Officer status/or current PC 832 certification is not required, but is desired.)

**Minimum Qualifications:**

**EDUCATION:** Completion of the 12<sup>th</sup> grade (or equivalent).

**LICENSES AND CERTIFICATES:** Possession of appropriate and valid Driver's License.

**SPECIAL REQUIREMENTS:** Minimum Age at date of hire must be at least 18 years old. Must have No Felony Convictions.

Must be willing to work part-time or flexible hours.

Must be willing to work at either Mammoth Lakes or Bridgeport Courthouse.

Must wear a designated uniform (purchased by the Department).

Must be willing to undergo a comprehensive background investigation, including medical and psychological testing.

**Application Process:** For complete application and job flyer, visit our web page at [www.mono.ca.gov/jobs](http://www.mono.ca.gov/jobs) Apply immediately. Retired annuitants are encouraged to apply.

**Mono County Sheriff/Coroner**

**P.O. Box 616 ~ Bridgeport, California 93517**

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[www.monocounty.ca.gov](http://www.monocounty.ca.gov)