

RESOLUTION NO. 74-2019

Amending the Position Title and Position
Description for Part-time Court Liaison.

WHEREAS, City Council wishes to amend the title for the position of Part-time Court Liaison to the title of Part-time Court Liaison/Security Officer; and,

WHEREAS, it is necessary to amend the position description for the position of Part-time Court Liaison/Security Officer to properly reflect the duties of this position;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the position description for the classified position of Part-time Court Liaison/Security Officer (Class Specification No. 130) as per the description attached hereto be and the same is hereby amended.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted December 2, 2019

/s/ Bonnie D. Michael
President of Council

Attest

/s D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Part-Time Court Liaison/Security Officer

CLASS: 130

Department: Division of Police

Title Originated: 1993

Date: December 2, 2019

Reports To: Chief of Police

Updated: 2019

General Statement of Duties:

Under the direction of the Chief of Police or their designee, the Part-time Court Liaison/Security Officer coordinates cases between applicable courts and Division of Police personnel. This position may also provide security for City Council and other City Board and Commission meetings as requested. Additional job duties include serving as Bailiff for the City of Worthington Mayor's Court and may depending on sworn or non-sworn status conduct calibration checks of division breathalyzer equipment. May be assigned employment background investigations and delivery of Council or other City Board and Commission materials as needed.

Essential Functions of the Position:

Meets with prosecutor(s) to determine if subpoenaed officers are required for testimony; presents Grand Jury summaries to Grand Jury; receives, catalogs and distributes subpoenas; coordinates the delivery of court-related paperwork and evidence from the Worthington Division of Police to court;

Attends sessions of Worthington Mayor's Court and acts as Bailiff and court security; conducts security checks and maintains visible presence in Mayor's Court and/or in the Clerk of Courts area when court is in recess; escorts defendants from court to the Clerk of Courts' area;

Obtains court disposition records for all court jurisdictions; obtains and transports evidence for court purposes; prepares documentation regarding property disposition for completed court cases; reviews docket for Mayor's Court to determine requirements for officers and evidence; directs and oversees the copying of audio and video evidence as needed for court; delivers state charges to Clerk of Courts as required;

Provides direct security presence at City Council meetings, Municipal Planning Commission meetings, Board of Zoning Appeals meetings and other City meetings as needed or requested;

May functions as the senior operator for Division's breath testing equipment. Conducts weekly calibration checks as required by the Department of Health. Responsible for maintaining the departmental site log, including ordering supplies, coordinates notification for employee recertification/proficiency testing and annual equipment calibration/inspection. Maintains required licenses and/or permits for operation and calibration of testing equipment;

Attends necessary training or seminars as identified by Chief of Police or designee;

Provides assistance with background investigations for some City hiring processes.

Knowledge, Skills and Abilities:

Knowledge of State and County criminal court systems, Ohio Revised Code and Ohio Traffic Law; laws, rules and regulations relating to the transportation and safekeeping of evidence; courtroom testimony; and, the Ohio Department of Health rules for breath testing;

Ability to establish and maintain regular schedule; establish and maintain working relationships with associates and court personnel; discuss details of criminal and traffic offenses with prosecutors and officers; may as directed conduct calibration checks on breath testing equipment; testify in court; maintain chain of custody on evidence;

Ability to use personal computers/software and office equipment;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Ability to work flexible hours including weekends and evenings as necessary and as scheduled.

Minimum Requirements for the Position:

High School diploma or GED and minimum of five (5) years experience as a police officer. Valid Ohio Drivers License; and the ability to obtain and maintain certification in any designated breath testing permit(s) or if sworn, Continuing Professional Training requirements as directed by the Chief of Police.

The 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.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.