



**CITY OF SNELLVILLE**

**ANNOUNCES A VACANCY FOR**

**POLICE COURT SECURITY OFFICER (Part-time)**

**Salary Range:** \$27.00-\$39.00 per hour

**Applications will be received until:** June 11, 2024 and thereafter until position filled

**DUTIES:** This is general law enforcement work responsible for protecting life and property and enforcing laws and ordinances. Screen persons entering the courthouse using magnetometers, x-ray machines, and other devices to prevent unauthorized weapons/contraband from entering the court facility. Provide police security by patrolling the interior and exterior of the courthouse. Escorting judges and other court employees as needed. Maintain order inside the courtroom. Escort inmates to and from the courthouse as needed. Work requires independent judgment and discretion in difficult or unusual situations. Work involves an element of personal danger. This is a part-time position, generally consisting of 20 hours or less per week. Work is performed under the general supervision of a police corporal.

**MINIMUM REQUIREMENTS:** High School diploma or equivalent. Experience in law enforcement preferred. Basic certification as a Georgia Peace Officer. Completion POST approved in-service training each year. Must be twenty-one (21) years of age or older. Possess valid Georgia Driver's license.

**Examination:** Will consist of an application review, panel interview; an evaluation of prior education and work experience; and a criminal and credit history background check. **There will be a rigid personal and work background investigation. Also the successful candidate must pass a post offer, pre-employment drug test, psychological, polygraph and physical examination.**

APPLICATIONS CAN BE FILED AT:

**City Hall  
Personnel Office  
2342 Oak Road  
Snellville, GA 30078**

**Or online at [www.snellville.org](http://www.snellville.org)**

**THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.**

**DATE:** May 28, 2024