



CITY OF SNELLVILLE

ANNOUNCES A VACANCY FOR

Part Time COURT SECURITY OFFICER – POLICE DEPARTMENT

Starting Salary: \$27.00 per hour

APPLICATIONS WILL BE RECEIVED UNTIL: March 31, 2025 and thereafter until position filled

DUTIES: The Court Security Officer is responsible for maintaining safety and order within the courthouse. They monitor entrances, conduct security screenings, and maintain a visible presence to deter threats. During court proceedings, they provide security, escort personnel, and respond to disturbances. In emergencies, they handle incidents, assist with evacuations, and provide first aid. Additionally, they coordinate with law enforcement, enforce regulations, and perform administrative tasks such as reporting and assisting the public.

MINIMUM REQUIREMENTS: High school diploma or GED required. Active Georgia Basic Peace Officer certification in good standing is required. Prior experience in a law enforcement or court security role is advantageous.

HIRING PROCESS: Will consist of a panel interview; an evaluation of prior education and work experience; a criminal and credit history background check; and successful completion of a post offer psychological exam, polygraph interview and exam, a physical exam and pre-employment drug screen. There will be a rigid personal and work background investigation.

APPLICATIONS CAN BE FILED ONLINE OR AT:

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

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

DATE: March 11, 2025