

April 29, 2024

JOB VACANCY ANNOUNCEMENT
Illinois Supreme Court
Springfield, Illinois

Applicant may be required to submit additional material or complete job specific tests for the position.

POSITION:	Court Security Officer
DIVISION:	Supreme Court Marshal's Office
SALARY:	\$47,253 per year, commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Marshal

ESSENTIAL DUTIES: The Supreme Court – Court Security Officer is a sworn law enforcement officer position under the direct authority of the Supreme Court of Illinois, Office of the Marshal, and assigned to the protection of the Supreme and Appellate Courts, responsible for the physical security and safety of the Court, employees and general public.

AUTHORITY RESTRICTION: Court Security Officers (CSO) are certified law enforcement officers under the authority of the Marshal of the Court, in direct support of Judicial Protection – Supreme Court Marshals and maintain limited authority and jurisdiction in the execution of duties and responsibilities. The Supreme Court CSO authority is restricted to conducting their official duties while at Supreme and Appellate Court facilities. CSO have no off-duty law enforcement authority.

FUNCTIONS INCLUDE:

- Monitoring premises via CCTV, providing access control and screening patrons utilizing threat detection devices.
- Patrolling buildings and satellite buildings, keeping in contact with the Marshal's Communications Center with the use of hand-held radios.
- Dealing with inquiries from Staff, Judiciary and public within the complex.
- Alarm response.
- Responding to security issues at the complex, recording and reporting details of those incidents.
- Utilizing the Court Security Information System (CSIS).
- Performs other duties as assigned.

EDUCATION/EXPERIENCE: Completion of a High School Diploma or General Equivalency Diploma; or an equivalent combination of education and experience enough to successfully perform the essential duties of the job such as those listed.

REQUIREMENTS:

- Must be qualified to carry a firearm during employment and successfully complete all required training.
- Obtain CPR, AED, and First Aid Certification within the first six (6) months of employment.
- Be a certified law enforcement officer, corrections officer, or court security officer in good

standing with the State of Illinois.

- Maintain all required certifications necessary to perform the functions of a Court Security Officer.
- Successful completion of required training and probation protocols established by the Marshal of the Supreme Court.
- Ability to be available for work 24 hours a day, 7 days a week; including but not limited to weekends, holidays, and evenings, as well as occasional travel, which may include overnight stays.
- Maintain proficiency with firearms, first-aid equipment, skills, and electronic communication equipment.
- Take appropriate action to contain and remedy situations, as necessary.
- Perform basic computer skills, sending and receiving electronic mail.
- Requires excellent oral and written communication skills.
- Effectively exhibits the ability to recognize and maintain important, sensitive, and confidential information related to Court business.
- Requires the ability to sit, stand and walk, occasionally up to seven and a half hours.
- Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.
- Successful completion of a personal background investigation.

Interested individuals should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, May 17, 2024, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER