

**CITY OF BEAUFORT, SC
POLICE DEPARTMENT
COURT SECURITY OFFICER POSITION
(The City of Beaufort is an Equal Opportunity Employer)**

POSTING DATE: 8 / 23 / 2016

The City of Beaufort Police Department is seeking a court security officers to work in Municipal Court and at City Council meetings. The person must be able to obtain a South Carolina Class 3 Certification through the South Carolina Criminal Justice Academy. This position will require the person to work every court date and City Council meetings or as the on call Court Security Officer with no set schedule except for Council Meetings. The person will undergo an extensive background investigation,

Minimum Experience and Training: At a minimum, a candidate must:

- Must be 21 years of age at start of application process.
- Must have High School Diploma or GED.
- Must have a valid S.C. Driver's License within one week of the date of hire.
- Must have a clean criminal record (no felonies, serious misdemeanors, Criminal Domestic Violence, or crimes of moral turpitude).
- Must have a favorable driving record with no DUI or DUS conviction in last ten years, or any conviction of leaving the scene of an accident.
- Must have an Honorable Discharge if served in the military.
- If currently employed as a certified officer, candidate must have a favorable work history with their department.
- Candidate must have no prior history of drug use in the past 3 years and may not exceed the department threshold for number of times used or types of drug used.
- Candidate must be able to pass all phases of the hiring process.

Hiring Process

The hiring process is a step process. Candidates must pass each step before moving on to the next step. The process consists of:

- Police application submitted and postmarked by closing date – all pages thoroughly complete as required, incomplete application will not be processed.
- Background (criminal history, credit history, driving history, work history)
- Pass the hiring board
- Pass the physical agility course, a polygraph exam, a psychological exam, and a physical examination / alcohol & drug screening
- Job Offer

CLOSING DATE: 9 / 6 / 2016 .

BOARD DATE: 9 / 12 / 2016 .

Salary Information

Hourly is based on education and experience.

Range is:

Interested persons should log into the City of Beaufort web page <http://www.cityofbeaufort.org> and print/fill out a Police Department application. Applications may be mailed to the City of Beaufort, Attn: Human Resources, 1911 Boundary St., Beaufort, SC 29902, faxed to 843-470-3501, emailed to iburgess@cityofbeaufort.org or may be dropped off in person by the posted deadline.