

**AIRWAY HEIGHTS MUNICIPAL COURT  
PART-TIME COURT SECURITY GUARD**

**APPLICATION CLOSSES:** March 24, 2010 5:00 p.m. Application packets available at Airway Heights City Hall or [www.cawh.org](http://www.cawh.org).

**REPORTS TO:** Municipal Court Administrator

**SALARY RANGE:** \$16/hr

**NATURE OF WORK:**

Be responsible for maintaining a safe and secure courtroom by conducting security screening of all individuals entering the courtroom. Court is conducted every Thursday from 8:30 a.m. until 4:30 p.m.

**EXAMPLES OF WORK:**

- Screens all individuals entering the courtroom using a stand-alone metal detector and a hand-held metal detector.
- May be responsible for screening personal items including but not limited to purses, coats and bags.
- Report any and all violations of illegal contraband possession.

**WORK ENVIRONMENT:**

Airway Heights Municipal Court is located on the 2<sup>nd</sup> floor of the Community Center which is located across the street from City Hall. The physical address is 13120 W. 13th Ave., Airway Heights.

**QUALIFICATIONS:**

Must be 21 at the time of interview and possess a valid drivers license.

**EXPERIENCE AND TRAINING:**

Three years of public law enforcement, private security work experience, or military police. An A.A. degree in criminal justice, law enforcement, transit safety or a related field may be substituted for one year of the required work experience.

**TO APPLY:**

Submit City of Airway Heights Application and Cover letter explaining qualifications to:

City of Airway Heights  
ATTN: Court Administrator  
1208 S Lundstrom St.  
Airway Heights, Wa, 99001

For further information regarding this posting, please contact the Municipal Court Administrator, Sue Wohl at 509-244-2773.

The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skills typically required and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance workload.