

# Job Posting

Organization:	Tioga County Court of Common Pleas
Job Title:	Director of Court Security
Type Position:	Full Time Exempt with benefits
Salary Range:	TBD
Posting Length:	15 days
Posting Dates:	8/29/2025 to 9/12/2025, or until position is filled
Contact Name / Number:	Casey Zuchowski ; 570-723-8205 or Marlo Carl; 570-723-8204
Job Description:	See Attached Job Description

## **Education and Experience:**

- \* Knowledge of judicial proceedings and security measures
- \* Firearms certification and annual recertification
- \* Prior training and experience related to security, preferably related to Court operations

## **Additional Requirements:**

- \*Valid Driver's License

## **HOW TO APPLY -- ALL CANDIDATES**

Please visit the Tioga County website, [www.tiogacountypa.us](http://www.tiogacountypa.us). Select the Human Resources department and click the link for online applications to complete and submit online. If you prefer a paper copy, the application can also be found on our website or to pick up in the Courthouse lobby. For further questions, please contact the Human Resources office at 570-723-8204 or 570-723-8205.

TIOGA COUNTY COURT OF COMMON PLEAS IS AN EQUAL OPPORTUNITY EMPLOYER

## DIRECTOR OF COURT SECURITY

### Definition of Work:

The Director of Court Security is responsible for maintaining security and enforcing order in the courtroom and the Judge' s Chambers. Work involves controlling access to the courtroom and Judge' s Chambers, screening persons for weapons, assisting in securing inmates from the county prison in the holding cell and during courtroom proceeds, and generally maintaining order during all Court proceedings. This is a permanent, full-time exempt position with administrative and supervision responsibilities and the individual reports to the President Judge of Tioga County.

### Essential Functions of Work:

- Coordinate and ensure Bailiff or other appropriate security for proceedings in the Court of Common Pleas.
- Evaluate current and developing security concerns or threats and develop and implement appropriate responses.
- Represent the Court of Common Pleas on the Courthouse Security Team.
- Attend training and when necessary provide training to Court staff regarding best practices on existing or emerging threats to the Court, its personnel, and operations.
- Cooperate and coordinate with the Court, Magisterial District Judges, County Risk Manager, facilities staff, Sheriff' s Department, AOPC and others as necessary to carry out assigned responsibilities.
- Be present during Court proceedings within the Court of Common Pleas.
- Supervise and train Bailiffs.
- Other duties as assigned by the President Judge.

### Requirements:

- Ability and willingness to professionally interact with stakeholders at the County and State level across all branches of government.
- Knowledge of judicial proceedings and security measures.
- Ability to exercise mature judgment in dealing with persons in highly stressful situations.
- Firearms certification and annual recertification.
- Prior training and experience related to security, preferably related to Court operations.

- Availability to provide security as necessary for proceeding conducted beyond normal courthouse hours.
- Availability and willingness to travel for training and other related purposes.
- Meet all employment eligibility requirements of Tioga County, Pennsylvania.
- Subject to all policies of the Pennsylvania Unified Judicial System.
- Must possess a valid driver' s license.