



# THE BOROUGH OF ROSELLE PARK

N E W J E R S E Y

110 EAST WESTFIELD AVENUE, ROSELLE PARK, NJ 07204

[WWW.ROSELLEPARK.NET](http://WWW.ROSELLEPARK.NET)

ANDREW CASAIS, RMC  
BOROUGH CLERK  
(908) 245-6222  
acasais@rosellepark.net

September 13, 2017

TO: General Public  
Mayor Carl A. Hokanson  
Members of Council

RE: **NEW:** Employment Advertisement – Court Security Officer

(PUBLISH BELOW THIS LINE)

## **COURT SECURITY OFFICER** **BOROUGH OF ROSELLE PARK**

**Position Requirements & Description:** Roselle Park Municipal Court is seeking a qualified individual for the position of unarmed Court Security Officer. The court security officer is responsible for all security aspects of the courtroom. This includes ensuring that the judge and judicial staff, court employees and general public visiting the courtroom are safe. In court, the security officer will perform tasks such as checking people into court throughout the day, ejecting disruptive people from the courtroom, and ensuring that no weapons are brought into the courtroom by wanding process and checking of bags. **Law enforcement experience is preferred but not a requirement.**

**Hours:** Court sessions are held every Thursday. Court typically runs from 8:30AM to 4:30PM; however, the ending time of court sessions may vary. The court security officer should also be available for special sessions when needed.

**Wages:** \$19.10 per hour

Cover letter and current resumes should be sent to the Office of the Borough Clerk located at 110 E. Westfield Avenue, Roselle Park, NJ (AA/EEO), addressed as follows: **ATTN: Andrew Casais, RMC, Borough Clerk, 110 E. Westfield Avenue, Roselle Park, NJ 07204**

(PUBLISH ABOVE THIS LINE)

### **FOR NOTIFICATION PURPOSES:**

Post: Borough Bulletin Board  
TV-34 CATV

### **FOR PUBLICATION PURPOSES:**

Publish: The Leader