

# JUDGE MARISA L. CORNACHIO

## Willoughby Municipal Court

4000 Erie Street  
Willoughby, Ohio 44094  
Phone: 440-953-4150  
Fax: 440-953-4149



### **PART-TIME COURT OFFICER**

Under the direct supervision of the Chief of Court Security, Part-Time Court Security Officer assists with the law enforcement arm of the Court charged with maintaining the security of the Court, court staff, and public.

This position is an "AT WILL" POSITION. The person(s) employed by the Willoughby Municipal Court under this job classification serve solely at the pleasure of the Judge of the Willoughby Municipal Court. At will positions can be terminated or modified, without cause, with no recourse, totally upon the discretion of the Judge of the Willoughby Municipal Court and or her designee.

Illustrative examples of work:

- Provide security for the Court facility, staff and public, including but not limited to evacuation planning and trainings, daily walk through of Courthouse and Courtrooms.
- Maintain the integrity of the Court by controlling the demeanor of participants in the criminal justice process in both the courtroom and outside the courtroom.
- Conduct inspections of all security equipment such as duress alarm, confirm operation of surveillance equipment.
- Respond to and rectify any security situation located within the confines of the Court, including but not limited to administrative area, clerk's office, courtrooms, pre-trial area, attorney client conference room, compliance area and probation department.
- As ordered by the Willoughby Municipal Court Judge / Magistrate take custody of and escort defendants committed to the Lake County Jail.
- Serves bench warrants and escorts defendants.
- Serve legal process both criminal and civil as issued by Court.
- Enforce Replevin Actions as ordered by a Willoughby Municipal Court Judge / Magistrate.
- Other duties as assigned by Judge, Court Administrator and Chief of Court Security

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Serving: Eastlake, Kirtland, Kirtland Hills, Lakeland Community College, Lakeline, Timberlake, Waite Hill, Wickliffe, Willoughby, Willoughby Hills, Willowick

#### Essential Knowledge, Attitudes and Skills:

- High school diploma or equivalent required, college with additional technical training preferred.
- Valid and current Ohio Peace Officers Certificate from OPOTA; must be able to carry a firearm and maintain yearly qualification
- Current and valid CPR, AED and First Aid Training/certificate.
- Valid and current State of Ohio Driver's License.
- Knowledge of law enforcement methods, practices and procedures, i.e. search and seizure, use of lethal and non-lethal weapons and techniques, use of force, administration of first aid and so on.
- Proven ability to maintain calm and effective demeanor during crisis situations.
- Knowledge and application of proper English, grammar, spelling, punctuation and composition.
- Comprehensive knowledge of case flow and procedure.
- Can do attitude.
- Ability to follow instructions both verbally and in written form.
- Self-motivation and loyalty.
- Maintain confidentiality
- Serve legal process both criminal and civil as issued by the Court.
- Consistently maintains exceptional work attendance and punctuality.
- Demonstrate ability to function effectively with co-workers and with a vast divergence of personalities.
- Ability to perform basic office procedures.

#### Preferred Special Requirements:

- Part-time Court Security Officer has a valid and current Peace Officer Certificate with the Ohio Peace Officer Training Academy.
- Part-time Court Security Officer has prior law enforcement experience within a uniformed capacity having demonstrated the ability to respond to, and successfully resolve a wide variety of circumstances and emergencies.
- Ability to successfully deal with the full spectrum of citizens the Willoughby Municipal Court serves, whether plaintiff, defendant, witness, victim, officers attorney or general public.