

NEW MEXICO JUDICIAL BRANCH

COURT SECURITY OFFICER

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under supervision, protect persons and property associated with the courthouse; provide security at a courthouse in which many high level elected officials, judicial employees and the public are coming and going often; patrol and inspect property to protect against fire, theft and vandalism. This is an unarmed security officer position.

QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: One (1) year experience in a security and/or law enforcement field.

Experience Substitution: None.

Other: Completion of a post offer background check is required. Selected candidates will receive additional security training specific to the court. Training may include operation of security and metal detecting equipment, standard first aid training, which includes Adult CPR, Automated External Defibrillator (AED) and First Aid.

Knowledge: Knowledge of security management and safety practices; law enforcement investigative techniques; fire and police reporting procedures; first aid methods and techniques; basic computer operations.

Skill & Ability: **Skill in** detecting safety hazards; acting decisively, quickly and taking charge in directing others in emergency or dangerous situations; exercising good judgment under sometimes difficult and/or stressful circumstances; communicating effectively with diverse people; dealing with anxious, dangerous and difficult people; applying rules and regulations of security; detecting unusual circumstances and situations; understanding instructions; report writing; following policy and procedures. **Ability to** work independently yet follow directions and directives; establish and maintain cooperative working relationships; operate security equipment; apply first aid; maintain confidentiality; show diplomacy; patrol and guard buildings and grounds; call appropriate personnel, such as police and/or ambulance; use a computer.

EXAMPLES OF WORK PERFORMED

Patrol and inspect the physical building and property of the courthouse; provide personal security for elected officials, judicial employees and visitors to building; protect against fire, prevent property damage/vandalism, illegal activity and theft; operate security and metal detecting equipment at entrance to courthouse or courtroom; inspect people and packages entering and leaving the building; call appropriate personnel, such as police and/or ambulance, if necessary;

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apply CPR; arrange for removal or remove cars parked illegally; identify suspicious and/or criminal activity and deter such activity; maintain liaison with local law enforcement agencies when coordination and planning is required for high profile trials and sentencing; submit incident reports to Court Executive Officer and Court Security Officer Supervisor; make employee identification badges for judicial employees; provide security in courtroom when in session.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office or court environment and outdoors. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers, clients, the public, judges and justices; work under severe time constraints and meet multiple demands from multiple sources. The employee is frequently required to sit, stand, walk, kneel, and stoop for long periods of time. The employee may be exposed to hostile or violent situations that arise when dealing with difficult people and individuals involved in court cases; disturbing and/or hazardous court exhibits; bodily fluids and fluctuating indoor and extreme outdoor temperatures and weather conditions.

The employee may be required to work day and evening flexible hours. Employee may be expected to work nights and weekends.