

NEW MEXICO JUDICIAL BRANCH
COURT SECURITY OFFICER SUPERVISOR

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

SUMMARY

Under administrative direction, manage the work and supervise a staff of two or more Court Security Officers; 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; and patrol and inspect property to protect against fire, theft, vandalism. This is an unarmed supervisory security officer position.

QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: Three (3) years experience in the security and/or law enforcement field, of which one (1) year must have been supervisory experience in law enforcement and/or security work.

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 supervisory techniques, coaching and performance evaluations; hiring, training, discipline and termination; security management and safety practices; law enforcement investigative techniques; report writing; fire and police reporting procedures; first aid methods and techniques; basic computer functions; generally accepted office practices, policies and procedures; and customer service practices.

Skill & Ability: Skill in training, supervising, evaluating and motivating staff; giving direction and mentoring subordinates; multi-tasking to achieve objectives; using a computer; working independently; detecting unusual circumstances and/or safety hazards and assessing situations; communicating effectively both orally and in writing with diverse parties; effectively managing time and resources; dealing effectively with anxious, dangerous and difficult people; acting decisively, quickly and taking charge in directing others in emergency or dangerous situations; using good judgment under sometimes difficult and/or stressful circumstances; handling complaints in a diplomatic manner; applying rules and regulations of security; and following policy and procedures. **Ability to** delegate responsibilities and assignments based on an accurate assessment of staff skills and abilities; establish and maintain cooperative working relationships; use initiative and independent judgment; operate security and metal detecting equipment at entrance to courthouse or courtroom; inspect people and packages entering and leaving the building; maintain confidentiality; use discretion when dealing with sensitive information; show diplomacy; patrol and guard buildings and grounds; call appropriate personnel, such as police and/or ambulance, if necessary; apply CPR.

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EXAMPLES OF WORK PERFORMED

Manage, direct and supervise the Court Security Officers; train, supervise, evaluate and motivate a staff of two or more; 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 and illegal activity and theft; call appropriate personnel, such as police and/or ambulance, if necessary; apply CPR; arrange for removal or remove cars parked illegally; identify and deter suspicious and/or criminal activity; maintain liaison with local law enforcement agencies when coordination and planning is required for high profile trials and sentencing; provide security in courtroom when in session; complete quarterly reports, review reports submitted by Court Security Officers and Bailiffs and submit incident reports to Court Executive Officer; operate security and metal detecting equipment at entrance to courthouse or courtroom; inspect people and packages entering and leaving the building; make employee identification badges for judicial employees.

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.