

LUNA COUNTY
JOB DESCRIPTION

POSITION TITLE: Court Security Officer **SALARY RANGE:** 20 (\$24,939-\$31,174)

DATE POSTED: 11/30/2018 8:00 a.m.

CLOSING DATE: 12/10/2018 5:00 p.m.

DEPARTMENT: Sheriff

FLSA: ___ EXEMPT X NON-EXEMPT

Location: County of Luna

Shift: Monday-Friday, 8 a.m.-5 p.m.

REPORTS TO: Corporal, Sergeant, Lieutenant, Captain, Sheriff

BARGAINING UNIT: yes

FT REG X PT REG ___ TEMP ___ APPOINTEE ___ FT TERM ___ PT TERM ___ AT-WILL ___ OTHER _____

Approved: Anna Powell 11-27-18 Michael B. 11/29/18
Human Resources Date Department Head Date

Summary: Under supervision, protect persons and property associated with the Courthouse; provide security at a Courthouse in which many high level Elected Officials, Judges, Judicial employees, jurors, inmates and the public are coming and going often; patrol and inspect property to protect against fire, theft, vandalism, and deter suspicious and/or criminal activity.

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Provides effective Court security through the combined use of security techniques and equipment. Immediately report any emergencies to proper authorities, i.e. police, fire or ambulance. Keep all data and records required providing reports to supervisor. Adhere to and follow written policies and procedures. Required to use good, sound judgment in dealing with customers, attorneys and staff and be an example to produce fair and equitable results for all concerned. Assist in any situation or problem that requires more than normal consideration. Maintains a good, clean and safe working environment always being alert of safety hazards that could endanger the wellbeing of visitors, staff and judges. The duties of a Court Security Officer include regular contact with the public, associates, inmate handling, transportation of inmates locally and long distance and other duties as needed.

Performs a high level of security and safety for Judges, staff, jurors, and the public ensuring no weapons or contraband is brought into the Courthouse using the latest technology while putting the highest priority on human life. On occasion due to heightened security risks it is required that an extremely higher level of screening is used combining technology and human abilities in order to provide maximum security. Initializing and building confidence in the security provided; improving security at deterring problems that may arise according to New Mexico Supreme Court Security guidelines. Responsible for making sure Security Regulations and Guidelines are being followed by the security staff. Security is

responsible for screening of the public patrons entering the complex. Responsible for ensuring all court visitors make it to the correct courtroom. Provides various tasks for Judges and assists court staff, public patrons, and follow up on inmates and others entering the Court Complex. The security staff may at times hear confidential information that is just that, confidential. There are numerous security devices that have to be monitored. Perimeter checks are to be performed in non-routine patterns.

Must have knowledge in report writing, along with daily paperwork, assignments, keeping track of employee's attendance record, and giving directives related to work and other responsibilities that need to be performed such as properly opening and closing of the facility, supervision of all security efforts and up to date on procedures. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Supervision:

Works under the direction of the Corporal, Sergeant, Captain and Sheriff.

Supervisory Responsibilities:

Supervises no one.

Minimum Qualification Standards:

Education, Certification and Experience:

Must have a high school diploma or GED certificate; a valid New Mexico Driver's License. Must have general knowledge of security management and safety practices; law enforcement investigative techniques; fire and police reporting procedures; first aid methods and techniques; basic computer operations. Must be able to pass a criminal background investigation and a psychological evaluation to be able to carry firearms and a pre-employment and random drug screens.

Screening with the use of the Rapiscan x-ray machine, stand-up walk through and handheld wand:

1. Knowledge being able to distinguish between items in bags when looking for contraband items.
2. Knowledge in the metal, organic, and inorganic items as they pass through the machine.
3. Knowledge in body language, this plays a key role in the screening process.
4. Knowledge in what personal effects will need to be removed when going through the walk through metal detector.
5. Knowledge in the proper procedure when using the handheld wand.

Giving proper directions to court rooms:

1. Knowledge in reading the court dockets.
2. Knowledge in courtroom rules and dress code.
3. Knowledge of the procedures for domestic violence cases.
4. Knowledge of the procedures for jury trials.
5. Knowledge of the procedures for JQ and other sequestered hearings

Building and Courtroom security

1. Knowledge of the Transport Manual to ensure transporting officers know and follow proper procedure when entering the building and moving to and from courtrooms.
2. Knowledge in courtroom procedures for evacuations when security and control is paramount.
3. Knowledge of the rules for courtroom behavior and procedures.
4. Knowledge on how to control all access points in the building.
5. Knowledge of the building notification system in the event of an emergency.
6. Ability to be alert to surroundings while conducting perimeter check and the items that need to be checked.

Equipment used:

1. Knowledge in computer skills.
2. Knowledge in the electronic security monitoring system.
3. Knowledge in fire alarm system and safety equipment.
4. Knowledge in equipment used inside the courtroom.
5. Knowledge of security devices and control panels.

LANGUAGE SKILLS:

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write reports and business correspondence. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers, the County Commission and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several variables in unusual situations.

CERTIFICATES, LICENSES, REGISTRATIONS required:

Must pass the Sheriff's Reserve training, pass a psychological exam; take an oath to receive a Commission Special Deputy Sheriff to be authorized to take physical custody and detain persons as directed by District Judge or superior officer.

WORK ENVIRONMENT:

Work is mostly performed under typical office conditions; but, is also frequently performed outdoors under variable weather conditions, including temperatures extremes; the employee is exposed to hazards associated with dust and insects; the noise level in the work environment is quiet in the office and can be loud in the field; work is subject to frequent fluctuations, deadlines and includes customer interaction and can be stressful. While performing the duties of this job, the employee is occasionally

exposed to outside weather conditions. Potential problems may exist rarely in and around courtrooms with individuals who don't react well to stressful situations. The employee is armed with issued department sidearm and less than lethal devices. Receives training and must qualify periodically with both weapons assigned and security equipment provided.

Knowledge:

Knowledge of the principles and practices of Courthouse security as per the New Mexico Supreme Court Security guidelines. Knowledge of office, field and safety rules, practices and procedures and enforcement. Knowledge of standard computer software for word processing, spreadsheets and data management.

Ability:

Ability to effectively work with, advise and inform officials and employees. Ability to work with staff to achieve Department and County goals. Able to comprehend, read, write and communicate in English. Ability to become certified with firearms, less than lethal devices and security equipment provided. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers. Ability to attend training or work related training or seminars that may require out of town travel and irregular hours. Able to receive and convey telephone and oral messages to other personnel and be courteous to the public. Ensures compliance with applicable safety regulations and administrative policies.

Physical Demands:

Must be able to operate a variety of equipment which may include a motor vehicle, computer, calculator, multi-line telephone, cell phone and hand and power tools. Employee is frequently required to sit, speak and hear and use hands to finger, handle, or feel objects, tools, or controls. Moderate to strenuous physical effort is required to perform work in the field which may require long periods of time walking and standing; occasionally required to lift more than 50 pounds. During work site visits and inspections, the employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Signature _____ Date _____

Luna County

700 S. Silver Ave

Deming, NM 88030

575-543-6571 Fax 575-543-6577

RELEASE OF INFORMATION WAIVER

I consent and hereby authorize Luna County, by means of the Luna County Sheriff's Department, the Deming Police department or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment and police records to ascertain any and all information which may concern my suitability for employment with Luna County.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory file, efficiency ratings, complaints or grievances by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and or sealed.

I direct you to release such information upon request of the duly accredited representative of the County of Luna regardless of any agreement I may have had made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Luna County Sheriff's Department, the Luna County Human Resources Department, the County Government and its employees from any damages or claims which may otherwise result from the use or release of such information.

Print Name _____

Date: _____

Signature _____

Address _____ City _____ State _____

Social Security # _____ Date of Birth _____

Place of Birth-City _____ State _____

Other Last Names Used _____
STATE OF NEW MEXICO)

) ss

COUNTY OF LUNA)

Acknowledged before me this _____ day of _____ 2017, by

_____.

Notary Public

My Commission Expires