



**Chief Security Officer
Court Security Department**

JOB SUMMARY

Under supervision of Court Administration, the Chief Security Officer performs work of moderate difficulty in maintaining the security of the Greenlee County Courthouse and Annex. This position performs other work as assigned or required.

ESSENTIAL JOB FUNCTIONS

- Patrols the facilities both inside and out, maintaining order and providing security services for the public, and personnel assigned to the Courthouse and Annex.
- Operates law enforcement radio communications systems or other communication devices.
- Responds to requests for service and/or initiates requests for back up services from the Sheriff's Dept. or the Clifton Police Dept. as necessary.
- Accomplishes a variety of surveillance activities designed to provide a more secure environment for staff and the public and to eliminate potential threats.
- Assures that offices closed for a particular day are locked and remain secured.
- Secures the building's entrances and exits at the close of business.
- May question visitors to the Courthouse to determine a valid reason for being there and/or whether the individual has official business to conduct.
- May be assigned to provide security for specific court hearings.
- May operate metal detection and other security equipment to ensure safety.
- Types reports, policies and other materials related to Courthouse security.
- Schedules and supervises Court Security Officers.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D.; must possess Security Officer Certification and be firearms certified or be able to complete the Security Officer Academy, as well as firearms training, within six months of appointment and pass fitness to carry psychological exam; one year of experience related to security, detention, law enforcement, regulatory enforcement, or any combination of education or training may be accepted which demonstrates the ability to perform the duties of the position. Possession of a valid driver's license.

DESIRED EXPERIENCE:

- The ideal candidate will have prior experience in security, detention, law enforcement, regulatory enforcement or any combination of education or training which demonstrates the ability to perform the duties of the position. Preference will also be given to applicants with First Aid/CPR Training.

KNOWLEDGE, SKILLS AND ABILITIES

- Criminal justice system and relevant state and local statutes
- Security systems and Court operational policies, procedures, and services
- Human behavior and various social, economic, and cultural backgrounds
- Search and restrain procedures
- First aid and CPR
- Defensive tactics and self-defense
- Firearms
- Communication effectively with persons who are angry, confused, or anxious
- Care and use of firearms, radios, and other types of equipment
- Maintain the safety and security of assigned areas and persons
- Deal impartially with individuals of various socioeconomic, ethnic, and cultural backgrounds under stressful circumstances
- Act quickly and calmly with proper judgement in emergency situations
- Establish and maintain effective working relationships with employees, other agencies, and the public
- Follow written and verbal instructions
- Communicate effectively verbally and in writing
- Attend and pass the Court Security Officer Training Academy within 90 days of date of hire
- Attend and pass the Court Security Officer Firearms Academy

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.
- Capability to apply restraints, use force (lethal or non-lethal), and physically defend oneself or others