

VERMONT JUDICIAL BRANCH
COURT SECURITY OFFICER

Court: Varies

Supervisor: Varies

Job Code: 27234J

Exempt/Non-exempt: Non-exempt

Pay Grade: 19

Union Eligible: Yes

PURPOSE:

Responsible for security and safety work at one or more locations. This involves the orderly operation of the courtroom and safeguarding employees, visitors and building at assigned Judiciary facilities. Makes periodic inspection tours of buildings, grounds, parking lots, and other facilities to guard against fire, theft, trespassing, vandalism, or other sources of damage or loss of property. Duties require travel at times.

ESSENTIAL JOB FUNCTIONS:

- Performs security checks of the facility at the beginning and end of the day, inspecting for: lights, heat, air conditioning and locks; visitors intruding in secure area; contraband; courtroom equipment and forms; public postings.
- Provides security, under Judiciary use-of-force guidelines, for the judge, staff and persons within the courtroom or building or other designated areas. This may include: barring entry to those who present a security risk or would be otherwise disruptive; responding to emergency calls from other security personnel in the building.
- Follows protocols under security arrangements, evacuation plans and assist in resolution of emergency situations.
- Greet and screen all visitors to building including inspecting and operating various types of screening equipment such as magnetometers and hand-held wands or conducting pat-down search when necessary. Confiscate weapons, potential weapons (i.e. glass), and contraband and re-issue as warranted upon exit (i.e. firearms returned to law enforcement).
- Checks in persons scheduled for court, explains roles and procedures, directs seating arrangements and conveys litigants after hearing.
- Takes temporary custody of prisoners, arranges transport if needed, and releases them to an officer of the appropriate law enforcement agency.
- Responsible for the security and coordination of the jury, while in court, deliberating and if sequestered.
- Engage with local law enforcement or security partners to coordinate practices and duty schedules.
- Serves papers as directed by the judge or court clerks.
- Performs office related tasks or assists in any court related business as directed including expungements, records checks or similar.
- Documents daily shift activities via a computerized security log and a security incident reporting system. May compile reports as needed.
- Follow cyber-security protocols at all times to protect sensitive information including utilizing personal cell phone to provide authentication when accessing systems.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of safety and security equipment and devices, various types of electronic equipment such as hand-held radios, video players, laptops, video conferencing and new equipment may be introduced at any time.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

High school diploma or equivalent AND two (2) or more years of experience in customer service.