

VERMONT JUDICIAL BRANCH
SECURITY & SAFETY OFFICER

Court: Varies

Supervisor: Varies

Job Code: 27233J (July 2026)

Exempt/Non-exempt: Non-exempt

Pay Grade: 20

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. Will audit and assess current conditions and develop plans to minimize risk to employees and visitors from events such as security incidents, fire, flood, forced entry, slips & falls, and similar. 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 regular travel. Occasionally will provide security and safety related training.

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.
- Coordinates security arrangements, evacuation plans and assist in resolution of emergency situations.
- Fosters an adequate level of employee awareness of risks in the workplace and encourages timely response to emergencies by facilitating Safety Committee efforts in one or more units. Assists in the implementation of location safety practices and procedures.
- Coordinates employee risk management communication and training which may include fire drills, slip & fall prevention, de-escalation CPR/AED, first aid, Stop the Bleed, bomb threats procedure, Active Shooter/Active Threat Awareness and other safety content.
- Perform front entrance screening duties protocols including inspection by hand or with equipment and confiscation of prohibited or controlled items.
- Engage with local law enforcement or security partners to coordinate practices and duty schedules.
- Checks in persons scheduled for court, explains roles and procedures, directs seating arrangements and conveys litigant 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.
- 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.
- Follow cyber-security protocols at all times to protect sensitive information including utilizing personal cell phone to provide authentication when accessing systems.

- Documents daily shift activities via a computerized security log and a security incident reporting system. May compile reports as needed.
- 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 AND one (1) or more year of experience in security, safety or emergency services.