



## COURT SECURITY OFFICER

Hopi Tribal Court

Reports To: Court Administrator

Salary/Hourly Range: 40

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Created: 02/28/2017

### **INTRODUCTION**

Under the supervision of the Court Administrator or his/her designee, provides a range of court security services. The primary responsibility of the Court Security Officer is to ensure a safe courtroom and workspace environment for the Judges, Court personnel, attorneys and the general public. The incumbent is under general supervision of the Court Administrator. The supervision makes specific assignment with clear detailed and specific guidance

### **KEY DUTIES AND RESPONSIBILITIES**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Responsible for updating and maintaining a Security Plan and/or Policy for the Hopi Judicial Branch.
2. Periodically provides training for Court staff regarding basic security issues that may arise in the Court workplace, including active shooter situation. Overall responsibility for enforcing courtroom security and order and ensuring the integrity of juries Provides security services to all patrons in the court house facilities, including judicial staff, court staff, customers, visitors and other agencies.
3. Operates and maintains a security screening check point at the entrance to both court buildings, [operating and monitoring the surveillance and alarm system] Screens and searches all individuals entering the court buildings; retains and returns items taken from such individuals; seizes or properly disposes of weapons and/or contraband.
4. Responsible for securing, locking and opening secured areas; public and restricted space of the court buildings; including the monitoring of employees and public movement; answering and routing inquiries and directing to appropriate areas. Conducts daily security inspections of court facilities, grounds and property.
5. Takes emergency action and/or notifies emergency personnel when in emergency or crisis situations, life-threatening, potential life-threatening and hazardous situations; if required, will administer basic First Aid or CPR.
6. Identifies potential security and/or safety concerns and notifies the Court Administrator and Chief Judge; makes recommendations for remedial actions.
7. Submits monthly statistical and quarterly narrative reports to the Court Administrator, as directed.
8. Responsible for ensuring timely service of Court notices, subpoenas, summons or other documents.
9. Provides supervision to the Bailiffs. Instructs and trains staff regarding work assignments, procedures, methods and techniques; establishes performance standards for subordinate staff; monitors work in progress and evaluates performance on a quarterly and annual basis; and recommends personnel actions as necessary.
10. Physically detains individuals if necessary to maintain court security.
11. Responsible for inventory and distribution of keys or other building entry devices.
12. Responsible for control, maintenance and utilization of court-authorized TASER devices, in accordance with the Court's current TASER policy. Reviews and updates the policy periodically.
13. Performs other related duties as assigned and authorized to achieve Tribal/Program goals and objectives.

### **PERSONAL CONTACTS**

Contacts are with the Judges, Court Administration, staff, Tribal Programs, and occasional contact with funding agency representatives, law enforcement personnel, inmates, criminal defendants, parties to civil cases, attorneys/advocates and the general public.

### **PHYSICAL EFFORT & ENVIRONMENTAL FACTORS**

The work of the incumbent is moderately active and is performed in both a standard office and courtroom environment, as well as in Villages and homes throughout the Hopi Reservation. As an Officer of the Court, the incumbent may be exposed to and encounter risks and hostility where conditions are variable and cannot be easily controlled, both within and without the courtroom. Incumbent may encounter stress due to large volume of court hearings and duration of court proceedings. Travel on and off the reservation is required.

### **MINIMUM QUALIFICATIONS**

1. Required Education, Training and Experience:

Education: High School Diploma or GED Certificate;

Training: Certificate in Law Enforcement or related Security Protection Services, techniques and procedures;

AND

Experience: Three (3) years' experience in law enforcement, military or security work, of which one (1) year is in a supervisory capacity;

OR

Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of Hopi laws;
- Knowledge of court proceedings;
- Knowledge of courtroom management and security;
- Knowledge of general office practices and procedure;
- Knowledge of Hopi culture and traditions;
- Knowledge of First-Aid and Infant/ Adult CPR;
- Knowledge of Security tools and equipment;
- Knowledge of two way radio communications and police codes;
- Knowledge of basic office machines/equipment, computers, and applicable software;
- Knowledge of portable firefighting equipment and techniques;
- Knowledge of prisoner escort procedures.

Skills:

- Skill in using basic office equipment, computer software and hardware, and other modern office equipment;
- Good verbal and written communication and effective human and public relations skills;
- Skill in weaponless self-defense and use of a TASER;
- Good supervisory skills;
- Skill in analyzing situations and making quick and reasonable decisions;
- Skill in using portable fire-fighting equipment and suppression/extinguishing small fire.

Abilities:

- Ability to accomplish routine tasks within specified time frames;
- Ability to maintain strict confidentiality in all aspect of duties and responsibilities;
- Ability to follow written and verbal instructions, prepare required reports;
- Ability to react quickly and decisively to unusual, emotional or physical crisis;
- Ability to establish and maintain positive, professional working relationships with employees and the general public, Tribal, Federal and State agencies/organizations.

**NECESSARY SPECIAL REQUIREMENTS**

1. Must possess and maintain a valid Arizona Driver's License and complete the Hopi Tribe's Defensive Driving course.
2. Must complete and pass the pre-employment screening which includes fingerprint and background investigation in accordance with Hopi Tribal policy.
3. Must not have any misdemeanor convictions at the local, state or federal level within the past five (5) years of application.
4. Must not have any felony convictions.
5. Must complete and maintain annual immunizations and physical wellness exams.
6. Must be able to pass mandatory and random drug & alcohol screening.
7. Must possess Adult/Infant CPR and First Aid certification or obtain certification within sixty (60) days of employment.
8. Must maintain Adult/Infant CPR and First Aid certification.
9. Must be certified to operate a TASER or obtain certification within sixty (60) days of employment.
10. Must maintain annual TASER certification.

**DESIRED REQUIREMENT**

1. Speak and understand the Hopi language.