

## ADMINISTRATIVE OFFICE OF THE COURTS

**POSITION ANNOUNCEMENT #24-72**

Location	Position Available	Salary Range	Internal Closing Date
2 <sup>nd</sup> Circuit Court Lebanon	Per Diem Court Security Officer I (4-Day)	\$166.54/day	Open until filled

The normal work day for Judicial Branch employees shall consist of 7.5 hours per day with work normally performed between the hours of 7:45 a.m. to 5:00 p.m. Monday through Friday; however, the normal work day may be adjusted based on the needs of the court location.

The per diem court security officer in this position will be assigned to work four days per week and will be eligible for pro-rated health and dental insurance. The successful candidate must be available to regularly work four days per week.

This position is included in a collective bargaining unit represented by the Teamsters Local 633.

**IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE**

Step 1: • Print application <https://www.courts.nh.gov/sites/g/files/ehbemt471/files/documents/2021-04/nhjb-2099-dfps.pdf>

(Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

Step 2:

- e-mail application to: [applications@courts.state.nh.us](mailto:applications@courts.state.nh.us)
- or fax application to: (603) 513-5454
- or mail application to: Administrative Office of the Courts  
Human Resources Department  
One Granite Place, Suite N400  
Concord, NH 03301

*(At any time we may have more than one position vacant in the court system.  
Your application may not be considered if you fail to note a specific position on your application.)*

**GENERAL SUMMARY**

**PER DIEM COURT SECURITY OFFICER I** - Ensures the safety of court staff and court users by screening court visitors for prohibited items, making security checks of premises, and responding to security incidents. Greets and assists court visitors in locating appropriate court areas. Assists court staff as needed.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides security for judges, members of the New Hampshire Bar Association, court staff, and members of the public;
- Protects the privacy and ensures the safety of judges; maintains order and decorum within the courtroom;
- Observes movement of the public in the courthouse and questions suspicious persons;
- Performs security screening and removes firearms, weapons, and/or contraband as necessary;
- Provides routine information regarding court procedures to the public, witnesses, litigants, and attorneys;
- Inspects courtroom, judge's chambers and other court related areas and provides perimeter checks for weapons, contraband and explosives;
- Provides security for prisoners, witnesses, and public in the courtroom and adjacent areas;
- May transport prisoners from courtroom to in-court holding cells;
- Announces formal opening and closing of court sessions;
- Analyzes potential disruptive situations and reacts in a positive manner; exerts authority to maintain courtroom order;
- Escorts unruly persons from the court at the request of the judge and ensures visitors adhere to court guidelines regarding noise, food, and smoking;
- Provides general messenger service as required by judges and the clerk's office;
- Patrols physical areas of the building and grounds;
- Conducts security control in the parking lot and escorts court staff to and from vehicles;
- Responds to requests for assistance, provides initial response for first aid;
- Interacts with state, county, and local law enforcement agencies as required;
- Completes weapons logs and incident reporting;
- Exercises the power of arrest when necessary;
- Performs related work as required.

## HUMAN COLLABORATION & JOB IMPACT

Work requires regular interaction involving exchange and receipt of information. The impact the job has on the Judicial Branch is significant in terms of time, money, or public/employee relations.

## FISCAL RESPONSIBILITY

Position has no fiscal responsibility.

## MINIMUM ENTRANCE QUALIFICATIONS

### **Education and Experience**

- A high school diploma (or GED equivalent);
- At least one (1) year of related work in a security-related or law enforcement field;
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

### **Licenses or Certifications**

- New Hampshire license to carry firearms preferred, but not required.
- Valid Driver's License

### **Equipment**

- Must provide own firearm, either 9mm or 40 caliber.

## **OTHER JOB REQUIREMENTS**

- Successful completion of a background check, including a criminal records check and motor vehicle records check.

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledge of:**

- Legal terminology, court procedures and courtroom etiquette;
- State of New Hampshire's Statutes, rules and administrative orders, policies and procedures, applicable Federal rules and requirements;
- Record retention guidelines;
- Modern security equipment, techniques, and procedures;
- Court procedures and policies and legal documents pertaining to the court of assignment;
- Security processes and procedures;
- Suspicious or explosive devices, various types of weapons and hidden weapon designs;
- Firearms and basic first aid.

### **Skill in:**

- Data gathering, compilation, planning and analysis;
- Observation and attention to detail;
- Operation of court security equipment;
- Customer service;
- Teamwork.

### **Ability to:**

- Meet schedules and deadlines of the work;
- Perform a variety of duties, often changing from one task to another of a different nature;
- Express ideas clearly and concisely, both verbally and in writing;
- Establish and maintain effective and cooperative working relationships with associates and representatives of other federal and state departments, courts and the general public;
- Follow oral and written instructions;
- React calmly in stressful situations;
- Maintain a secure court environment;
- Recognize and react to emergency situations;
- Remain alert;
- Demonstrate use of a firearm.

## **DISCLAIMER STATEMENT**

This position description represents general duties and is not intended to list every specific function of this position