

INTERNAL/EXTERNAL

**ADMINISTRATIVE OFFICE OF THE COURTS**

**POSITION ANNOUNCEMENT #23-116 REPOST**

<b>Location</b>	<b>Position Available</b>	<b>Salary Range</b>	<b>External Closing Date</b>
<b>6<sup>th</sup> Circuit Court Concord</b>	<b>Per Diem Court Security Officer I (5-Day)</b>	<b>\$166.54/Day</b>	<b>Open until filled</b>

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 successful candidate will be expected to work five days per week. This Per Diem Court Officer position is eligible for health and dental benefits provided by The State of New Hampshire.

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

**Equal Employment Opportunity (EEO) Survey**

Please take a moment to view the EEO survey attached to this position announcement. Your responses are STRICTLY VOLUNTARY and will be kept CONFIDENTIAL.

Please return with your application and/or resume.

*(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.)*

**JOB DESCRIPTION**

**PER DIEM COURT SECURITY OFFICER I** – Per diem court security position working in the New Hampshire Court System, subject to the sufficient and continued funding of the Judicial Branch by the Legislature.

**DEFINITION OF WORK**

This is responsible court security and judicial support work in a court of the New Hampshire court system. Work includes maintaining order, protecting judges, jurors, prisoners and the public; notifying interested

parties; assisting in the transfer of prisoners; and performing a number of clerical functions for judges and the clerk's/register's office as needed. Employees in this position may be required to travel during the regular course of business, and are subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts.

**EXAMPLES OF WORK PERFORMED** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

Maintains order and decorum within the courtroom involving escorting unruly persons from court at the request of the judge and insuring adherence to court guidelines regarding noise, food, and smoking.

Protects the privacy and insures the safety of judges.

Provides security for prisoners, witnesses, jurors, and public in the courtroom and adjacent areas; may be required to take appropriate action in disruptive situations in the courtroom; inspects the courtroom, judge's chambers and other court related areas for explosive devices; observes movement of the public in the court; questions suspicious persons; performs security screening of persons, and removes illegal arms or contraband as necessary; may exercise the power of arrest as necessary.

Guards jurors during deliberations, meals, and while sequestered to insure that they are not influenced by any outside sources; makes arrangements for meals and lodging; screens telephone calls and reading materials.

Serves as crier formally announcing opening and closing of court sessions and may administer oaths to witnesses and defendants.

Provides routine information regarding court procedures to the public, jurors, witnesses, litigants, and attorneys.

May transport prisoners from in-court holding cell to the courtroom.

Provides general messenger service as required by judges and the clerk's/register's office.

Performs related duties as required.

**DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from high school with security related experience or any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

Considerable knowledge of modern security equipment, techniques and procedures.

Considerable knowledge of court procedures and policies and legal documents pertaining to the court of assignment.

Ability to communicate orally, clearly and concisely.

Ability to follow oral and written communications.

Ability to react calmly in stressful situations. Must be able to analyze potential disruptive situations and react in a positive manner, exerting authority if necessary to maintain order and dignity in the courtroom.

Ability to organize and maintain a secure court environment.

Ability to act as a court security liaison with law enforcement agencies, lawyers, members of the general public and other court system personnel.

Ability to recognize and react to emergency situations involving control of prisoner, defendants, accident victims and court spectators. Should have working knowledge of basic first aid techniques. Certification in the Cardio-Pulmonary Resuscitation (CPR) procedure desirable.

Skill in the operation of a handgun.

**SPECIAL REQUIREMENTS**

Must have a valid driver's license.

Must successfully pass a criminal records check.

Must have the ability to qualify for a license to carry a handgun.

Must demonstrate proficiency in the use of a handgun.

Must possess ability to remain alert and standing for long periods of time.

Must be in good physical condition.

Must maintain a neat appearance at all times at the workplace.

**DISCLAIMER STATEMENT**

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

06/14/2023

#23-116