



VALENCIA COUNTY JOB DESCRIPTION

The following statements are intended to describe the general nature and level of work being performed. They should not be considered an exhaustive list of all responsibilities, duties and competencies required in the position.

JOB TITLE: COURT SECURITY OFFICER
DEPARTMENT: Sheriff's Office
PAY STATUS: FLSA Non-exempt
CLASSIFICATION: Classified
PAY RANGE: \$13.00 per hour/after six months \$14.00/after one year \$15.00

JOB SUMMARY:

Provides physical security for County Courthouse, Courtrooms, and Valencia County Office buildings as assigned. Transports prisoners and juveniles to and from court. Responds to court disturbances as necessary, and prepares reports.

DUTIES AND RESPONSIBILITIES:

- Provides security for county courtrooms when court is in session.
- Performs security checks of court and surrounding premises.
- Transports juveniles and prisoners from the detention center to and from court.
- Responds to disturbances, performs pat down searches as required.
- Performs preliminary investigation and creates incident reports.
- Performs rounds of offices to ensure safety of Valencia County buildings.
- Escorts prisoners to incarceration.
- Maintain proficiency and qualifications with firearms
- Take subjects into custody
- Performs miscellaneous job-related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or GED certificate required.
- Security experience preferred.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in utilizing building security and lock system procedures.
- Ability to understand and follow safety procedures.
- Ability to react calmly and effectively in emergency situations.
- Skill in the use of first aid procedures.
- Ability to write reports containing technical information.
- Ability to understand and follow specific instructions and procedures.
- Skill in providing protection and escort services to individuals.
- Ability to complete moderately complex paperwork.

VALENCIA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

- Ability to communicate effectively, both orally and in writing.

LICENSURES AND CERTIFICATIONS REQUIRED:

- Valid New Mexico driver's license.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass a pre-employment criminal background check.
- Specialized training may be required as necessary.
- Ability to perform essential functions and adapt to working conditions.
- No history or pattern of reckless driving, DWI/DUI or irresponsible driving in the last five years.
- No history of felony misdemeanor conviction involving moral turpitude, violence, distribution of controlled substance or dishonesty.
- Must be at least 21 years of age at the time of employment.

WORKING CONDITIONS:

- Work involves exposure to elements such as extreme temperatures, dirt, fumes, smoke, unpleasant odors, and/or loud noises.
- Requires handling of average-weight objects up to 50 pounds or some standing or walking.
- Work involves some exposure to extreme hazards or physical risks, which require following extensive safety precautions.

PRE-EMPLOYMENT REQUIREMENTS:

- Interview
- Criminal record check.
- General employment background check.
- Driving record check.
- Pre-employment physical and drug test.

I hereby affirm that I have received a copy of the position specifications listed above; I acknowledge that it is my responsibility to familiarize myself with the duties and expectations of the position described.

Printed Name: _____

Signature: _____

Date: _____