ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT  #19-136

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<th>Location</th>
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<td>10th Circuit Court Derry, NH</td>
<td>Court Officer II Regular, part-time (29 hours)</td>
<td>Hourly Rate: $17.38 Labor Grade: 17</td>
<td>Open until filled</td>
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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.

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.state.nh.us/forms/nhjb-2099-dfps.pdf](https://www.courts.state.nh.us/forms/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
- 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

COURT OFFICER II—Regular, part-time 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 a supervisory court security officer position. Work includes supervising subordinate court security officers; maintaining order in a courthouse; ensuring the safety and security of judges, prisoners, and the public; providing information to individuals; assisting in the transfer of prisoners; and performing some clerical functions for judges and the clerk’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.
REPORTING LINES
Position reports to the Manager of Security and has supervisory responsibility for subordinate court security officers.

ESSENTIAL FUNCTIONS (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.)

Plans, assigns, and directs work for subordinate court security officers in accordance with the judicial branch’s policies, procedures, rules, and collective bargaining agreement; monitors and approves court security officers’ time records; reviews and approves overtime submissions; and assists in the development of court security officers’ schedules.

Prepares and conducts annual performance evaluations for subordinate court security officers in consultation with the Manager of Security; addresses work performance and conduct matters in consultation with the Manager of Security and Human Resources as appropriate.

Coaches subordinate court security officers to foster a learning organization and to ensure that court security personnel have the knowledge and skills to succeed in their roles; identifies appropriate training and development opportunities for subordinate court security officers and makes recommendations for same to the Manager of Security.

Prepares memorandums, correspondence, reports, and other documents related to court security including reports on trends and problem areas; attends supervisor meetings and trainings, as assigned.

Monitors ongoing security issue by responding to requests for assistance, providing initial response as needed including first aid; coordinating, directing, and supervising scene activities, and coordinating communication with internal and/or external parties as necessary; maintaining knowledge of, adhering to, and enforcing all rules, regulations, policies, procedures and orders related to court security.

Receives and investigates reports of suspicious vehicles, people or activities on courthouse property and detains and/or arrests persons within limits of authority; interacts with local and state law enforcement agencies as required.

Reviews, assesses, addresses, and works to resolve complaints and problems related to court security at the assigned court location; advises Manager of Security of complaints and problems including action taken to reach resolution.

Protects the privacy and ensures the safety of judges; maintains order and decorum within the courtroom involving escorting unruly persons from court at the request of the judge and ensuring that people adhere to court guidelines regarding noise, food, and smoking.

Provides security for prisoners, witnesses, and the 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.

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

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

Provides general messenger service as required by judges and the clerk’s office.
Performs other 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, skills, and abilities:

**KNOWLEDGE, SKILLS, AND ABILITIES**
Considerable knowledge of modern security equipment, techniques and procedures.

Knowledge of principles and practices of supervision and leadership, performance evaluation techniques, conflict resolution strategies, and problem solving techniques.

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

Exceptional skill and proficiency in the operation of a handgun.

Effective communication skills, both written and oral, with the ability to communicate with diverse populations.

Strong organizational and time management skills with the ability to prioritize tasks.

Ability to establish and maintain cooperative working relationships with judges, clerks, attorneys, litigants, and outside public safety agencies

Ability to make decisions based on an assessment of factual information and good judgment.

Demonstrated ability to plan, organize, and supervise the activities of subordinate officers.

Demonstrated ability to effectively lead others in situations requiring tact, diplomacy, and good judgment.

Ability to respond rationally and calmly in stressful situations. Must be able to analyze potential disruptive situations and respond 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 respond 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.

**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 successfully participate in a physical fitness test.
DISCLAIMER STATEMENT
This position description represents general duties and is not intended to list every specific function of this position.

10/23/2019
#19-136
State of New Hampshire - Administrative Office of the Courts
Equal Employment Opportunity Survey

As part of its mandate under Title VII of the Civil Rights Act of 1964, the federal Equal Employment Opportunity Commission requires periodic reports from state governments which indicate the composition of their applicant and work force by age, gender and ethnic/race category based on specific job categories (professional, technical, administrative, management etc.). Your responses are Strictly Voluntary, will be kept Confidential and separated from all other personnel records only accessed by the Human Resources Department. No adverse treatment will result if you choose not to answer any of the questions.

SOCIAL SECURITY NUMBER: ___ ___ ___ - ___ ___ - ___ ___ ___ ___

AGE: _______ (In whole numbers)

JOB TITLE of position for which you are applying: _____________________________

POSITION NUMBER of position for which you are applying: _____________________________

GENDER: (Please check only one response below)

_____ Male      _____ Female

ETHNICITY: (Please check only one response below)

H = Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

_____ YES        _____ NO

RACE: (Please check only one response below)

_____ W = White (Not Hispanic or Latino) A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

_____ B = Black or African American (Not Hispanic or Latino) A person having origins in any of the black racial groups of Africa.

_____ NHOPR = Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

_____ A = Asian (Not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

_____ AIAN = American Indian or Alaska Native (Not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.

_____ T = Two or More Races (Not Hispanic or Latino) All persons who identify with more than one of the above five races.

Please circle all that apply:      W        B        NHOPR        A        AIAN

Date completed: _____________________________

Thank you for your participation.

PLEASE RETURN COMPLETED FORM TO:
Administrative Office of the Courts
Human Resources Dept.
One Granite Place, Suite N400
Concord, NH 03301