

The New Hampshire Judicial Branch is accepting applications for 4-Day, 5-Day and Per Diem Court Security Officer I. Our Court Security Officers are employed at various court locations throughout the state to provide safety and security to judge's, staff, and the citizens of New Hampshire to ensure accessible, prompt, and efficient forums for the fair and independent administration of justice, with respect for the dignity of all we serve. This is accomplished by exercising honesty, integrity, commitment, courage, and excellence (our department's core values).

The daily rate for these positions is \$120.18/per day. The 4 and 5 Day positions are benefit eligible.

It is important to note that these Per Diem Court Security Officer positions are not subject to hour limitations set forth in Chapter 100-A (Paragraph XXXIV) New Hampshire Retirement System.

If you are interested in one of our open positions and would like to join our team of professionals, please visit our website at <https://www.courts.state.nh.us/aoc/hr/hrjobpostings.htm> or contact Jason Jordanhazy, Court Security Manager, at jjordanhazy@courts.state.nh.us or 603-415-0679.

Our NH Judicial Branch application is located at <http://www.courts.state.nh.us/forms/nhjb-2099-dfps.pdf>. Applicant must successfully pass a criminal record check.

Application: E-mail application to applications@courts.state.nh.us, fax application to (603) 513-5454 or mail application to Administrative Office of the Courts, One Granite Place, Suite N400 Concord, NH 03301.

Please see the job description below for more information about these positions.

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.