NEW MEXICO JUDICIAL BRANCH

COURT SECURITY OFFICER SUPERVISOR
(Classified)

TARGET SALARY: $37,155-$74,310 annually, or $17.863-$35.726 hourly depending upon experience (pay range FF)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9106JB
BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general direction manage the work and supervise officers who protect persons and property associated with a courthouse or judicial entity. This is an unarmed supervisory security officer position.

EXAMPLES OF JOB DUTIES

- **The Court Security Officer Supervisor** is responsible for managing, directing, and supervising a staff of two or more Court Security Officers.
- Patrols and inspects the physical building and property of the courthouse or judicial entity.
- Provides personal security for elected officials, judicial employees, and the public located within the courthouse or judicial entity.
- Protects and prevents against fire, property damage, theft, vandalism, illegal activities, and theft and calls appropriate personnel in the event of an emergency.
- Maintains liaison with local law enforcement agencies when coordinating and planning for high profile trials and sentencing.
- Provides security in the courtroom when in session.
- Completes quarterly reports and reviews incident reports submitted by Court Security Officers and Bailiffs.
- Identifies suspicious and/or criminal activity and deter such activity.
- Operates security and metal detecting equipment at the entrance to a courthouse or courtroom.
- Inspects people and packages entering and leaving the building.
- Makes employee identification badges for judicial employees and judicial entity staff.
- Arranges for removal or remove cars parked illegally.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of supervisory techniques, security management, and safety practices; law enforcement investigative techniques; report writing; fire

and police reporting procedures; and first aid methods and techniques.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED.

Education Substitution: None.

Experience: Three (3) years of experience in security, law enforcement, or directly related field of which, one (1) year must have been supervisory experience in law enforcement and/or security work.

Experience Substitution: None.

Other: Candidates will receive additional security training specific to the court which may include operation of security and metal detecting equipment, CPR, Automated External Defibrillator (AED) and First Aid.

Supervisory Substitution: Leadworker duties may be considered on a prorated basis for supervisory experience at a rate of one (1) year of performing Leadworker duties equals six (6) months of supervisory experience. Assigned Leadworker duties include but are not limited to: train, mentor, and develop employees; direct, plan, schedule, assign, and review the work of others; develop or assist in the development of employee performance plans and appraisals; and address concerns and troubleshoot problems. An additional one (1) year of directly related experience may substitute for the supervisory experience provided the incumbent attends the NMJB Supervisory Mentorship Program Training at their earliest opportunity.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employeeassistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave

- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 04/22/06, Rev: 12/12/11, 02/06/20, 01/15/21 (added supervisory substitution), Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, Rev: 03/15/24 correction to supervisory substitution; Rev Pay Range: 07/06/24, 07/05/25, Rev FLSA due to threshold: 03/31/26; Rev Pay Range: 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.