NEW MEXICO JUDICIAL BRANCH

SUPREME COURT SECURITY OFFICER
(Classified)

TARGET SALARY: $34,299-$68,600 annually, or $16.490-$32.981 hourly depending upon experience (pay range EE)
LOCATION: Varies, statewide locations
FLSA STATUS: Non-Exempt
JOB CODE: 9121JB
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners.

GENERAL STATEMENT OF DUTIES

Acting under direct supervision protect persons and property, and assist in planning, monitoring, developing, and implementing security measures for the Supreme Court building and its grounds. This is an unarmed security officer position.

EXAMPLES OF JOB DUTIES

- **The Supreme Court Security Officer** is responsible for providing security, patrolling, and inspecting the Supreme Court building and its grounds.
- Assists in maintaining a safe and healthy work environment for all employees in the New Mexico Supreme Court building.
- Provides personal security for Supreme Court Justices, judges, elected officials, judicial employees, and the public located within the Supreme Court building.
- Protects and prevents against fire, property damage, theft, vandalism, and illegal activities and acts decisively and quickly to take charge and direct others in emergency and dangerous situations; calls appropriate personnel in the event of an emergency.
- Maintains liaison with the New Mexico State Police and local law enforcement agencies when coordinating and planning for high profile or potentially controversial cases.
- Provides security in the courtroom when the Supreme Court is in session.
- Assists with the development of a Loss Control program to include risk inspections and assessments, audits, safety, and security committee meetings and recommends safety and security preventive measures.
- Assists with implementing and maintaining safety and security policies, procedures, and standard operating procedures.
- Assist with the investigating, analyzing and drafting of incident and loss reports and submits the

reports to the Supreme Court Security Officer Supervisor or the Supreme Court Chief Appellate Clerk.

- Identifies suspicious and/or criminal activity and deters such activity.
- Operates security and metal detecting equipment at multiple entrances to the Supreme Court building.
- Oversees the fire safety system, inspects fire extinguishers, and maintains fire extinguisher inspection tags.
- Operates and maintains the video surveillance system.
- Monitors security cameras both live and recorded video surveillance footage, recognizes safety and security issues, and investigates and reports suspicious activities.
- Inspects people and packages entering and leaving the Supreme Court building.
- Makes employee identification badges for judicial employees and judicial entity staff, and operates and maintains the integrated badge access system.
- Arranges for the removal of cars parked illegally.
- Responsible for maintenance and supervision of the Supreme Court vehicles.
- Provides instruction to customers related to building access and division locations, the website, and general information.
- Assists with security awareness and response training to include emergency evacuation drills.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of security management and safety practices; law enforcement investigative techniques; fire and police reporting procedures; first aid methods and techniques; and computer programs. The successful applicant should also have the ability to exercise good judgment under sometimes difficult and/or stressful situations; communicate effectively with diverse people; to detect hazardous substances and identify, and retain distinguishing characteristics to report to law enforcement, appropriately handle anxious, dangerous, and difficult people; maintain confidentiality; and exhibit diplomacy.

MINIMUM QUALIFICATIONS

Education: High school diploma or GED; possess and maintain the Level-I Security Guard Certification with the New Mexico Regulations and Licensing Department.

Education Substitution: None.

Certification & Recertification: Level-I Security Guard Certification.

Experience: Three (3) years of experience in security, law enforcement, or a directly related field to include a military equivalency; all three years must have occurred within the last seven (7) years.

Experience Substitution: None.

Other: Candidates may receive additional security training, which may include the operation of security and metal detecting equipment, CPR, Automated External Defibrillator (AED) and First Aid. Completion of post-job-offer- background check is required. Selected candidates will receive additional security training specific to the court.

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.

The employee must be able to perform strenuous physical tasks, such as restraining individuals who resist under possible hazardous conditions, or assisting individuals in need. The employee may be exposed to hostile or violent situations that arise when dealing with difficult people and individuals involved in court cases, disturbing and/or hazardous court exhibits, body fluids, contagious diseases, and fluctuating indoor and extreme outdoor temperatures and weather conditions. May be required to lift equipment, files, or exhibits weighing up to 50 lbs.; may be required to pull, lift, carry, or otherwise assist another person.

** 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, employee assistance 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: 10/02/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/25, 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.