# JOB DESCRIPTION

***LAW ENFORCEMENT***

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| **Job Title:** | **Tribal Court Security Officer** |
| **Dept./Division:** | **Tribal Court** |
| **Unit:** | **Judicial Security** |
| **Job Family/Class:** | **Non-Sworn Security Series** |
| **Supervised By:** | **Chief Security Supervisor** |
| **Employee Type:** | **Hourly** |
| **Pay Grade:** | **12/14** |

**NATURE OF WORK:**

The Tribal Court Judicial Security Officer is responsible for performing security functions for the Court Room and judicial facility. The incumbent is responsible maintaining a safe and secure courtroom, announcing judges, processing court documents and for screening individuals for any contraband, narcotics and/or weapons. This position performs criminal background checks for government divisions and acts as the Tribe's process server.

**ESSENTIAL FUNCTIONS:**

- Maintains security, order and decorum during court proceedings.
- Coordinates the flow of court cases and hearings including courtroom preparation and ensuring all essential parties and materials are present.
- Escorts jurors and witnesses to and from the courtroom, maintains integrity of the jury and ensures that no outside persons make any communication while they are deliberating.
- Tend to all the needs of the jury, answers all non-legal questions and provides all possible assistance and processes prospective juror's information (mileage claim forms, employee excuses and questionnaires).
- Performs customer service assistance such as locating and/or directing people at the Judicial Branch Facility to the appropriate office or courtroom.
- Performs security screening for all individuals entering the Judicial Branch Facility.
- Conducts background checks for request that are submitted to the Tribal Court System.
- Provides process serving of court documents, hearing notices and/or court orders.
- Ensures that the Judicial Branch's courtrooms are secure and alarms are set; unlock and deactivate alarms during business hours.
- Provide security for after hours and weekend emergency courtroom proceedings.
- Prepares daily activity reports, incident reports and verify information.
- Performs other duties of a similar nature or level as requested by supervisor or director.

**ESSENTIAL KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- Courtroom practices and operations;

- Best practices for process serving including the Tribe's procedures and policies, state and federal laws and regulations;
- Security practices and principles;
- Customer service principles;
- Report writing;
- Some legal terminology associated with judicial proceedings;
- Applicable federal, state, local laws, rules, regulations, ordinances, codes and/or statutes;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Provide customer service;
- Prepare activity reports;
- Provide security and escorts as required;
- Ability to analyze and reacts to emergency situations;
- Handle encounters with irate or hostile individuals;
- Exercise good judgment when relating with public and adjusting to difficult situations;
- Maintain confidentiality of information;
- Work independently in completing background checks requested by other tribal departments or outside agencies;
- Adapt readily to changing work conditions and to remain objective while working within emotionally charged and potentially stressful situations;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

**Grade 12**

High School Diploma or GED and one (1) year of experience in a security related field or one (1) year of criminal justice related classes.

**And**

- Courtroom or Security experience is preferred;
- Process Server Certification or must be able to obtain certification within three (3) months of hire;
- Must not have any felony convictions deemed a felony by the State of Arizona or the United States Government;
- CPR/First Aid Certification or must be able to obtain certification within six (6) months of hire;
- Tactics for Officer Safety and Survival Training (T.O.S.S.) or must be able to obtain certification within six (6) months of hire;
- O.C. Spray and Taser Gun Certifications or must be able to obtain certification within six (6) months of hire;
- Breathe and Alcohol Certification or must be able to obtain certification within six (6) months of hire;
- Handheld/walk-through metal detectors and X-ray Machine Training or must be able to obtain training within six (6) months of hire;
- Must obtain immunizations and medical tests as required to be able to work in high risk areas;
- Bilingual in English and Spanish preferred;
- Pascua Yaqui Tribal Court certification within six (6) months of employment.

**Grade 14**

High School Diploma or GED and two (2) years of experience in a security related field or one (1) year of criminal justice related classes.

**And**

- Courtroom or Security experience is preferred;
- Arizona State Private Process Server Certification, failure to maintain the Process Server Certification may result in removal from this position;
- Must not have any felony convictions deemed a felony by the State of Arizona or the United States Government;
- CPR/First Aid Certification, failure to maintain a current certification may result in removal from this position;
- Tactics for Officer Safety and Survival Training (T.O.S.S.), failure to remain current in T.O.S.S. training may result in removal from this position;
- O.C. Spray and Taser Gun Certifications, failure to maintain a current certification may result in removal from this position;
- Breathe and Alcohol certification, failure to maintain a current certification may result in removal from this position;
- Must obtain immunizations and medical tests as required to be able to work in high risk areas;
- Bilingual in English and Spanish preferred;
- Pascua Yaqui Tribal Court certification within six (6) months of employment.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's License.

**BACKGROUND CHECK:**

- Must have a Tribal Court and a current Level 1 Arizona Clearance Card or be able to obtain a Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individual must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

**PHYSICAL REQUIREMENTS:**
Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking and balancing. Incumbent may be subjected to infectious disease, blood borne pathogens and hazardous chemical, odors, high-risk areas, workspace restrictions and travel. The working environment may include working with disruptive people, imminent danger and a threatening environment.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

**This position will require the incumbent to work non-traditional hours, nights and weekends.**

***This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.***

Review and Approved by:

Department Head and/or Designee — Date: 6/30/15

H.R. Manager/Classification & Compensation — Date: 6/30/15

Human Resources Director — Date: 6/30/15.