

VERMONT JUDICIAL BRANCH

COURTROOM OFFICER/SECURITY COORDINATOR

Court: District/Family

Supervisor: Court Manager

Job Code: 97560J

Exempt/Non-exempt: Exempt

Pay Grade: 21

Union Eligible: N

PURPOSE:

This position will be responsible for the over site and coordination of court officer resources to ensure the appropriate scheduling of court officers within the facility, taking into account resources available to compensate employees; event and quantity of cases scheduled in a given courtroom; work style of judicial officer in a particular courtroom setting; and the need for clerical assistance in the clerk's office.

A considerable amount of time will be spent in the courtroom functioning as a court officer. When not in court it is expected that the position will be aware of what is going on in each court room and provide assistance and guidance as needed. Position will also work with security to ensure that written policies and procedures are in place that will ensure the safety of the occupants and users of the building.

Position is supervised by the Court Manager with a great deal of input from the judicial officers of the building. Work is performed with considerable latitude for the exercise of independent judgment and initiative under the guidance and policies of the courts' presiding judicial officers and management when necessary.

ESSENTIAL JOB FUNCTIONS:

- Manages court officer assignments in both courts to ensure that:
 - each of the seven judicial officers have proper coverage and staff requests for leave are governed by the needs of the courts;
 - each court officer is adequately trained in the needs of the judicial officer in a particular courtroom setting.
 - courtroom assignments are made in a timely fashion;
 - courteous and professional assistance is tendered to all who use the court, and represent the court in maintaining effective working relationships with attorneys, jurors, law enforcement officials, representatives of the media, and related public and social service agencies.
- Works with security to ensure that:
 - written policy exists and all staff are trained and aware of procedures in place for: bomb threats; fire evacuation; medical emergency response; courtroom emergency response.
 - concise, accurate incident reports are filed with the court manager on a timely basis.
 - adequate coverage is supplied to each courtroom in the event of an emergency situation.
 - all court officer/security staff have received training necessary to perform their duties effectively.

OTHER DUTIES AND RESPONSIBILITIES

- Performs related duties as required.

This job description provides the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: High school diploma or equivalent.

Experience: Two years or more in a judicial setting, or in a legal setting above entry level.

College training in a pertinent field may be substituted for the experience on a semester for six months basis.

P:jobspec.exempt/ctoff.securitycoordinator.jobspec