RECRUITMENT NOTICE

Supervisor, Court Security – Chittenden Unit

Application Deadline: Open Until Filled

A full-time permanent position exists for a Supervisor, Court Security within the Chittenden Unit. The person who fills this position will be stationed in Burlington, Vermont. Occasional travel to other courts within the State of Vermont may be required and a private means of transportation is necessary. Travel will be reimbursed according to State policies. Job Code # 18059.

The Supervisor, Court Security is primarily responsible for the safety and security of one or more courthouses, as well as ensuring that the peace and dignity of individuals in the courtroom is upheld on a daily basis. Responsibility for daily supervision of security staff in support of the orderly operation of the courthouse.

Examples of Work:

- This position requires managerial, administrative work, including responsibility for planning, organizing, staffing, coordinating, directing, and evaluating the security for the unit.
- The position involves extensive interaction with judges, court managers, local law enforcement, and justice partners from various agencies and public and private groups.
- Join security-related projects or join task forces assigned by Court Administrator's Office.
- Designs security protocols, trains employees to follow protocols and addresses variance from protocols to ensure security for the judge, staff and persons within the courthouse complex.
- Identifies security staff training needs and arranges for necessary training. Writes or supervises the creation of appropriate record keeping and reporting procedures.
- Prepare reports tracking safety incidents and internal response performance.
- Coordinate the scheduling of court security resources on a monthly, weekly and daily basis. This requires the close coordination with the Clerk, in collaboration with local Court Operations Managers when necessary.
- Subject to management approval, will recruit, hire, train, evaluate and supervise a work force that includes state judiciary employees and contract personnel. Review and approval of employee time sheets and expenses.
- Maintain effective working relationships with attorneys, jurors, law enforcement officials, and customers of the court.
- Supervises security arrangements, evacuation plans and coordinates during emergency situations.
- As needed, fulfills duties of Court Officer or other roles.
- Coordinates plans for court staff to escort prisoners for release to appropriate law enforcement.

- Plans and coordinates protocols to ensure juror member safety and maintain juror confidentiality by limiting contact with other persons.
- Serves papers as directed by the judge or court clerks.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.
- Other related duties as required.

Benefits:

- Twelve days each of vacation and sick leave are earned per year.
- Eleven holidays are paid per year.
- Group life and medical insurance are available.
- Dental coverage is effective after six months.
- Long Term Disability coverage after one year.
- Deferred Compensation (457 Plan), a supplemental savings and investment plan for retirement.
- Membership in the Vermont State Employees' Retirement System, through either a Defined Benefit (i.e. pension) plan or through a Defined Contribution plan.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:
(Required to perform the essential functions of the job.)

Education Qualification: Bachelor's degree (8 semesters).

Alternative to Education Qualification: Work experience may be substituted for education on a six-months for one semester basis.

Experience: Three years of security supervisory experience with preference for experience at court or government facility.

Salary:

The annual equivalent for this position will be $59,000 or higher depending upon experience

Submission of Applications:

Candidates shall submit a complete and up-to-date Judicial Branch Application and a resume to the following email address: jud.jobs@vermont.gov

Format E-mail subject line as follows: your name 18059 (example: Smith 18059)
Electronic application can be found at https://www.vermontjudiciary.org/employment-opportunities/staff-openings

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