



## Job Description

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<b>TITLE:</b>	<b>Deputy Sheriff – Court Security</b>	<b>JOB CODE:</b>	6060
<b>DEPARTMENT:</b>	Sheriff's Office	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	January 24, 2008	<b>UPDATED:</b>	August 31, 2020

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**Summary:** Under general supervision, provides a safe environment for the Judge, court personnel, attorneys and the general public through the use of metal detection devices and x-rays, patrolling of assigned areas, enforcement of laws and ordinances, detaining and interviewing violators, apprehension of suspects, response to requests for assistance and observing all persons entering the building, their movement and their activities. May be assigned to any San Juan County District Court.

**Reporting Relationship:** Deputy Sheriff – Court Security reports to the Civil Division Supervisor.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Enforces local and state laws, and regulations, policies and procedures.
- Maintains order and decorum in the court building.
- Monitors all persons and activities in the court building.
- Is responsible for solving multiple problems simultaneously.
- Monitors hallways, entry points and parking areas.
- Transports or escorts prisoners between courtrooms, prison, and medical facilities; serves subpoenas and summonses and keeps record of dispositions; keeps order in courtroom as needed.
- Exercises discretion and common sense in an effort to uphold department standards of community oriented policing.
- Responds to any and all security issues that arise.
- Will insure the security of the court building prior to leaving assignment by asserting that all unauthorized personnel have vacated the building and the doors are locked.
- Performs any and all security related duties assigned.
- Prepares reports and documentation as necessary
- Takes enforcement action as necessary
- Performs other duties as required and requested

**Required Knowledge and Skills:**

- Knowledge of Sheriff's Office policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Knowledge of County, state and federal laws, regulations and ordinances.
- Knowledge of investigative procedures, court procedures and operations, defensive driving, and first aid.
- Knowledge of community policing methods and procedures.
- Skill in verbal de-escalation of agitated subjects

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### Deputy Sheriff – Court Security

- Skill in operation of metal-detection devices and x-ray machinery.
- Skill in operation of multi-camera and audio systems.
- Skill in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.
- Skill in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill in recognition of risk-indicative body language, verbiage and suspicious activities.
- Skill in making decisions in emergency and crisis situations.
- Skill in effectively communicating both orally and in writing.
- Skill in operating a personal computer and software applications.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

### Education and Experience

- New Mexico law enforcement certification or ability to obtain certification within one year of employment.
- Minimum of one year of law enforcement experience.
- Valid State of New Mexico Driver's license.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures; may be subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases; may be required to physically restrain persons; must maintain a level of physical fitness to meet Department standards.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

### Equipment and Tools Utilized:

- Equipment utilized includes: vehicles; firearms; impact baton; radios; cameras; handheld metal detection units; pepper spray; drug and chemical analysis kits; and computerized and conventional office equipment.

### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_