



MESCALERO APACHE TRIBE Job Announcement

Position Title: Security Officer
Department: Tribal Court
Employment Status: Non-Exempt **Grade:** NE5

Open till filled

Job Summary

Maintains order and provides security to persons and property associated with the Mescalero Tribal Court and assist with the enforcing of rules of the court by acting as the bailiff as needed. The Security Officer is under the specific supervision of the Court Administrator.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Opens and closes court by announcing the arrival or departure of judges.
- Maintain law and order in the courtroom during proceedings from outside contact.
- Assists the judge to conduct trials in a proper order.
- Transfers prisoners from the courtroom to law enforcement and vice versa.
- Enforce court rules in the front security and lobby area.
- Collects and retains unauthorized firearms from persons entering courtrooms.
- Enforces courtroom rules of behavior.
- Provides court house security to judicial employees, the public and elected officials.
- Check courtroom for security and cleanliness and assure availability of supplies for the use for judge.
- Calls witnesses to the stand and presents the oath before witnesses take the stand.
- Stops unauthorized individuals from entering the courtroom.
- Patrols and inspects property to protect against fire, theft and vandalism.
- Provides jury escort when needed to public areas outside of the courtroom to prevent jury from public contact.
- Assist and perform Drug Testing for court clients.
- Must be professional and courteous at all times.
- Must maintain strict confidentiality at all times.
- Performs other duties as assigned.

Minimum Qualifications

- One year of Security/Bailiff experience required.
- High School Diploma or GED preferred.
- First Responder's Certification, Taser Certification, Drug Testing Certification and Defensive Tactics within 1 year of hire date.
- Must be willing to work weekends and a varied schedule.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Must be able to work independently and follow oral and written instructions.
- Must have knowledge of court procedures
- Ability to communicate effectively both verbally and in writing.
- Ability to respond and remain calm under pressure.
- Ability to maintain confidentiality.
- Ability to establish and maintain cooperative working relationships with others, individually and in a team environment.
- Ability to learn court policies, procedures, documents, terminology and all other relevant policies and procedures of the Mescalero Tribal Code and Mescalero Apache Tribal Court.
- As an essential function of this position, must be able to handle high levels of stress satisfactorily and maintain professionalism with other employees, court professional and the public.

Physical Demands

While performing the duties of this job, the employee regularly is stand and walk; required to use hands to finger, handle, or feel; and talk and hear. The employee frequently is required to sit; and reach with hands and arms including above shoulder level. The employee occasionally is required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds.

Work Environment

Work is generally performed in an office and outdoor setting with a moderate noise level. Exposure to fumes or airborne particles may occur, and the incumbent is occasionally exposed to outside weather conditions.

Work may be performed in an environment that is extremely uncomfortable and where the work involves a significant chance of incurring a disabling or life threatening injury. The employee will be required to work in high stress situations, hazardous situations and with significant numerical disadvantages. Evening, weekend, and/or holiday work may be required.