



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 066-25

OPENING DATE: 05/20/2025

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Court Security Officer
PAY GRADE: NE6 (\$22.73/hr. - \$30.69/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Tribal Courts
REPORTS TO: Chief Judge
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: As a sworn officer of the Court, the Court Security Officer is responsible for performing court security functions to ensure a safe environment for the judges, tribal court employees, attorneys, and the general public.

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.

JOB DUTIES:

- Performs customer service assistance such as locating and/or directing people to the appropriate courtroom or office.
- Performs daily inspections, searches of courtrooms, jury rooms, restrooms, and restricted areas to ensure all areas are clear of weapons, drugs, etc.
- Prepares the courtroom for proceedings including arraignments, hearings, and trials.
- Opens and closes court; announces entrance of the presiding Judge; calls witnesses; maintains order during court session.
- Performs a wide variety of support tasks for the court; assists jurors, witnesses, attorneys, and others, according to established guidelines, policies, procedures, rules, and administrative orders.
- Screens all persons entering the courtroom for weapons visually, with a hand-held scanner, and with the magnetometer. Removes prohibited items. Places the items in a secure locker.
- Assists individuals with operating the digital court lockers located in the court lobby.

- Provides security and order in the courtroom, throughout the court facility and in the hallways to maintain order, decorum and dignity of the court.
- Escorts jurors to and from jury room and secures jurors in jury room during jury trials.
- Assures proper conduct of parties and observers present in the courtroom to keep noise level at a minimum, and if necessary remove disorderly person from the courtroom.
- Secures courtroom at the end of the day.
- Locates person(s) to be served; hand delivers summons, subpoenas, court documents, correspondence and orders to witnesses and other relevant parties as directed by the Isleta Tribal Court to assure due process notice.
- Assures legal documents are served in sufficient time to allow due process to all parties.
- Obtains signature of person served, and records time and place of service.
- Assists with incoming telephone calls, determines purpose of call and forwards calls to appropriate personnel or department.
- Assists court clerks with filing or research as directed.
- Assist and perform Drug Testing for court clients.
- Responsible for completing any and all reports required involving incidents and safety issues discovered.
- Responsible for updating and maintaining a Security Plan and/or Policy for the Tribal Court.
- Periodically provides training for Court staff regarding the basic security issues that may arise in the Court workplace, including active shooter situation.
- Takes emergency action and/or notifies emergency personnel when in emergency or crisis situations, life-threatening, potential life-threatening and hazardous situations.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises the Tribal Court Bailiff; provides coaching, counseling, training and feedback to employee; assigns, reviews, and delegates work and job responsibilities to employee.
- Assists in hiring, evaluating, disciplining, and developing employee.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Must be a minimum of 21 years of age.
- Two years' experience in law enforcement or security/bailiff in a courtroom setting required.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS

- Knowledge of security practices and principles.
- Knowledge of the Pueblo's judicial system.
- Knowledge of courtroom practices and procedures.
- Skill in physically subduing individuals in the courtroom.
- Ability to deal effectively with people who are emotional or disgruntled in stressful situations.
- Ability to speak clearly and persuasively in positive or negative situations.

- Ability to communicate effectively in the English language both verbally and in writing. Tiwa speaker preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to receive orders and follow instructions in verbal and written format
- Ability to maintain confidentiality.
- Ability to use a hand-held metal detector scanner and magnetometer.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to follow oral and written instruction.
- Knowledge of service of process procedures.

PHYSICAL DEMANDS:

- Standing or walking for up to 8 hours per day.
- Talk, hear; use hands to handle objects, equipment, controls and reach with arms and hands.
- Strength is required to effectively subdue and/or remove persons in difficult or emergency situations.
- Position requires lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or courtroom environment or tribal vehicle.
- Noise level is usually minimal.
- Exposure to outdoor temperatures and weather conditions.
- Frequent interaction with emotional or disgruntled clients.
- Evening, weekend, and holiday work may be required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.