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Court Security Officer

JOB CODE	JOB FAMILY	PROFILE
JCV409	**Public Safety**	**Court Security Officer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**October 20, 2026**

The Court Security Officer will perform assignments in enforcement activities prescribed to ensure the protection of individuals and property associated with the District Courts and adjacent facilities. Provide protective services for judges, court personnel, and other individuals attending the District County legal proceedings. Direct and advise the public and court personnel about security procedures established for the courts and promote the understanding and compliance with safety standards developed to ensure the welfare of the people.

Job Description

DUTIES AND RESPONSIBILITIES

- Provide protective services for judges, court personnel, and other individuals attending the District County legal proceedings.
- Direct and advise the general public and court personnel about security procedures established for the courts and promote the understanding and compliance with safety standards developed to ensure the welfare of the people.
- Escort prisoners during court proceedings using approved security methods and ensure that proper behavior is maintained.
- Conduct searches (as required) for weapons, materials, equipment, etc., that may jeopardize the safety of the general public.
- Maintain continuous surveillance of individuals within the courts and adjacent facilities.

- Assist correction officer, police officer, and sheriff deputies with various activities associated with security. Occasionally may be assigned to transport prisoners to local detention facilities, hospitals, mental health facilities and/or medical laboratories.
- Assist court administrators in emergency crisis planning and security matters.
- Conduct preliminary and follow-up investigations of criminal acts.
- Prepare and maintain accurate reports and records.
- Perform other job-related duties as assigned or required.
- *The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Must currently be a certified, OR re-certifiable law enforcement officer, OR be retired out of state or federal law enforcement officer who is certified, OR re-certifiable by the New Mexico Department of Public Safety (NMDPS), OR complete the Bernalillo County Sheriff's Office Court Security Training Academy for consideration.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver's license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Must pass an eye and audio examination, with vision equal to or better than 20/60 – 20/100, both correctable to 20/30.
- Must pass a written and oral psychological examination.
- Must pass a background investigation authorized and performed by the BCSD.
- Must pass a polygraph examination.
- Must pass a Sheriff's review process.
- Must pass the prescribed physical agility test, meeting the 40th percentile as defined by the Cooper Institute.

- Must qualify quarterly with issued sidearm.

WORKING CONDITIONS

- The majority of essential duties are performed indoors in a climate-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled.
- Working surface is typically dry and may involve the use of stairs.
- Outdoor duties are sometimes required in performance of essential duties.
- Worker may be exposed to natural weather conditions while performing outdoor duties.
- Outdoor surfaces may include natural ground, asphalt or concrete.
- Outdoor duties may involve the use of stairs or ladders and may be performed on inclines or hills.
- Worker often works alone, with or without direction from a supervisor.
- May work with a select team of one or more workers at times.
- Work hazards include a potential for physical confrontations, high stress level of job and exposure to bodily harm or possible death in the performance of certain job duties.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of duties includes a firearm, duty belt, handcuffs, expendable baton, chemical agent (mace), handheld radio, officer’s uniform and badge, body armor, flashlight, first aid kit, flares, cardio-pulmonary resuscitation devices and security detection devices (such as x-ray detector, camera and monitors).
- Materials and products handled in performance of duties include logs, writing utensils and various law enforcement/office/court forms and paperwork.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.