

JUDICIARY OF THE U. S. VIRGIN ISLANDS



COURT SECURITY OFFICER (STX) INTERNAL & EXTERNAL VACANCY ANNOUNCEMENT

Promotion Potential:	Yes
Salary:	\$13.00 - \$13.27 per hour
Requirements:	Graduation from high school (or its equivalent) and six months to two years' experience in security, military, or law enforcement work.
Required Documents:	Cover letter, online Internal Employment Application, resume and other relevant documents (Applicants must use portal to apply. In person submissions will not be accepted.)
Opened:	March 1, 2021
Closes:	March 12, 2021 at 4:00 pm (Atlantic Standard Time) for first consideration;_OPEN UNTIL FILLED
LINK:	Apply here

NATURE OF WORK:

This is security work in primarily operating a screening station at the entrance to the judiciary. Work involves screening all visitors entering the court building as well as articles carried in to ensure there are no threatening incidents within the facility, additional building and parking lot. Security duties are also performed under limited supervision by the Chief of Court Security or Senior Deputy Marshal IV and reviewed by observation and results achieved.

DUTIES AND RESPONSIBILITIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Directs visitors to walk through the magnetometer while listening for alarm indicating the presence of metal on the person; directs individuals to remove metal from their person to allow clearance into the building; uses hand held wand magnetometer to detect metal on a person.
- Adjusts magnetometer for sensitivity as necessary; checks magnetometer for proper operation.
- Screens carry in items by scanning them on x-ray scanner; observes machine screen to detect weapons or contraband; confiscates items and logs them in for later retrieval by public.
- May conduct hand search of carry in purses, bags and briefcases.
- Notifies supervisor and law enforcement of unruly or violent individuals who attempt to enter the building.
- Makes the rounds of floors and restrooms for security inspection; secures doors and stairwells both before and after court hours; checks alarm systems; ensures evacuation if fire alarm sounds.
- Logs in visitors after normal court hours.
- Operates a hand held radio to maintain two-way communication while at a security post.
- May escort workers to parked vehicles after working hours.
- Patrols parking areas and courthouse grounds to identify security and safety breaches.
- May perform security work for Rising Stars Orchestra concerts.
- May provide transportation for Rising Stars participants.
- Provides directions to various courtrooms and offices.
- Maintains daily activity log.
- Other duties as assigned or required.

MINIMUM QUALIFICATIONS:

(Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:)

Graduation from high school (or its equivalent) and six months to two years' experience in security, military, or law enforcement work.

POSITION FACTORS:

- Some knowledge of the functions and operations of the court.
- Knowledge of building security screening practices.
- Ability to make minor decisions in accordance with procedures and regulations and to apply them to work situations.
- Ability to meet and deal firmly and effectively with the general public and to use tact and good judgment.
- Ability to remain constantly alert and aware of surroundings, and maintain vigilance in order to immediately respond to matters requiring prompt attention.
- Ability to work outside traditional work hours (ie: weekends and after hours) and assume additional tasks if the need arises.

LICENSES AND CERTIFICATES

None

PHYSICAL/SENSORY REQUIREMENTS

Work involves a significant amount of sitting, standing, walking, bending, stooping, listening, and reaching with hands and arms. Must be able to visually observe screens on x-ray scanning devices as well as observe entrance areas and areas requiring security checks. Must be able to transfer up to 25 pounds. Must be able to restrain abusive or threatening individuals.

WORK ENVIRONMENT

Moderate noise; position involves extensive public contact.

Submissions that do not include the requested documents will not be considered. The Court will only contact applicants selected for interviews. Any applicant who needs a reasonable accommodation shall advise the Court's ADA Coordinators.