



Application for Employment

PO Box 898 * 1400 Hwy 180 E. * Silver City, NM 88061 * (575) 574-0008

Grant County Sheriff Office Court Security Officer

Name: _____

Preferred Name: _____

Mailing Address: _____

Physical Address: _____

Phone Number: _____

E-mail Address: _____

Position Closes: Friday, September 30, 2022 @ 5 pm

READ the following information before completing this application:

- All information contained on this application is subject to verification.
- A background investigation is required of successful applicants.
- Any omission, misstatements, or falsifications will be cause for rejection of this application, elimination from further completion, removal of your name from an eligibility list or discharge from employment.
- Information provided on this application and during the application process may be subject to public disclosure pursuant the New Mexico Inspection of Public Records Act, NMSA (1978) § 14-2-1, *et seq*
- The information provided by you on this application will used to determine your qualifications for employment.



Court Security Officer

The attached documents must be filled out completely and returned to the County Manager's Office. The County Manager's office is located in the Grant County Administration Building. This is a *summary of instructions* and you must complete every question for the specific job you are applying.

1. The **application** should be filled out completely. All applications taken by this entity are by law public record and will be handled as such. Make sure that you sign and date the application.
2. Read the **Position Specifications** carefully. All items must be read and answered whether you *can or cannot* perform duties.
3. You are welcome to attach copies of any relevant training or coursework to your application.
4. **Attach a letter of interest and resume**



Title: **Court Security Officer**
Salary: Based on GCSO Salary Plan
FLSA: Regular/Full-time/Union Represented upon completion of probation
Reports to: Sheriff Lieutenant or assigned designee

Job Summary:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position

Performs assignments involving handling delivery of court documents and ensure the safety of the persons and property in court facilities or responsibilities involving security of detainees, public and court personnel during court session.

Minimum Qualifications:

- Must be a U.S. citizen, and 18 years of age at the time of employment.
- No DUI convictions within the past three years.
- No Felony Convictions and no misdemeanor convictions involving moral turpitude.
- High School Diploma or equivalent.
- Valid New Mexico Driver's License with verified record of good driving history.
- Other (e.g., post-offer medical exam, background check, driver's license record, etc.). Must be able to pass a background investigation, firearms certification, and drug screening.

Preferred Qualifications:

- Previous Law Enforcement Experience
- Ability to communicate in Spanish

Benefits:

- Medical, Dental, Vision, Basic Life, Basic AD&D, Long Term Disability premiums paid for by Grant County (\$28,000 per family at no cost to you)
- Vacation – accrue five (5) hours per paid period Sick Leave – accrue four (4) hours per paid period
- Twelve (12) paid holidays per year
- One (1) personal day per year
- Clothing Allowance
- PERA Retirement – Grant County contributes 75% of the employee's contributions
- Education Assistance / Academic Incentive
- Paid vacation, sick leave and paid holidays - PERA retirement plans

Essential Duties

(Please use your initials to indicate whether you are or are not capable of performing each duty listed below, with or without reasonable accommodation.)

- | Yes | No | |
|------------|-----------|--|
| ___ | ___ | Maintain assigned post Monday through Friday from 8:00 am to 5:00 pm unless otherwise scheduled by the Under Sheriff or his designee. |
| ___ | ___ | Responsible for performing security functions within the Judicial Court Building |
| ___ | ___ | Responsible for knowing and following the instructions and guidelines including in the County and department policy and procedures. |
| ___ | ___ | Execute general orders, special orders, memorandums and all directives issued by District Judges pertaining specifically to courthouse security without delay. |
| ___ | ___ | Perform searches and inventories personal property of the detainees. |
| ___ | ___ | Perform searches of public as they enter the courthouse. |
| ___ | ___ | Interact with a majority of government and non-government entities (state, federal and local). |
| ___ | ___ | Monitor all personnel in and out of the courtrooms. |
| ___ | ___ | Enhance safety in the Judicial Court Building while court is in session. |
| ___ | ___ | Monitor courtroom cameras remotely and/or maintains professional demeanor in the judicial complex. |
| ___ | ___ | Responsible for the safe and effective evacuation of the building in case of an emergency. |
| ___ | ___ | Conduct, patrol, and monitor the interior and exterior of the building ensuring security by utilizing surveillance cameras, x-ray machines, metal detectors, closed circuit television monitor, and visual inspections before, during and after opening and closing of the facility. |
| ___ | ___ | Assignment shall be designated as the Grant County Sixth Judicial District Courthouse. |
| ___ | ___ | Must be familiar with criminal court procedures. |
| ___ | ___ | Provide fingerprinting services |
| ___ | ___ | Include in their patrols physical inspections of the areas accessible to the public such as: courtrooms, elevators, restrooms and vending machines to prevent a breach of security, or introduction of contraband. |
| ___ | ___ | Record daily activities. |
| ___ | ___ | Perform other duties as assigned. |

Other Requirements

Yes No

- Comply with the safety guidelines of the Grant County and Sheriff's Department
- Successfully pass a post-offer drug and alcohol test
- Successfully pass a COVID test or provide proof of vaccination
- Successfully complete a new hire physical examination.

Knowledge/Skills/Abilities

(Please **use your initials** to indicate whether you **do** or **do not** possess the knowledge, skills and abilities in the stated areas below.

YES NO

- General knowledge of basic office and computer equipment
- Knowledge of court and hearing locations
- Knowledge of court procedures, criminal law and procedure involving the apprehension, arrest and custody of individuals.
- Perform defensive tactics and first aid principles.
- Deal with volatile situations and diverse individuals.
- Exercise effective decision making, problem solving and judgement skills.
- Make critical decisions in emergency situations and act appropriately.
- Communicate effectively, both orally and in writing.
- Ability to write clear, concise and comprehensive reports.
- Ability to handle confidential and sensitive information.
- Ability to establish and maintain effective and cooperative working relations with others.

Physical Functions:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. (Please **use your initials** to indicate whether you **can** or **cannot** perform the following duties:*

Yes No

- Regularly required to walk, stand, stoop, sit, run; and occasionally exert or lift objects or persons weighing 100 pounds or more and/or drag 180 pounds or more.
- Essential duties are performed primarily indoors under normally controlled temperature

conditions and when patrolling outdoors and will be subject to various weather conditions. Work surfaces indoors is even, carpeted, tiled and/or a concrete floor.

____ May be exposed to hazardous conditions, such as physical confrontation, gunfire, and stressful and dangerous situations.

____ Successful performance requires specific vision abilities that include close vision, distance vision, peripheral vision, and depth perception

____ Withstand vigorous physical demands common to law enforcement.

Employee Declaration:

- A. I have read the above Position Specifications (**Court Security Officer**) and I understand the demands and expectations of the position described and to the best of my knowledge, I believe I can perform these duties with or without reasonable accommodation.

Signature: _____ Date: _____

Education:

High School: _____ Years Completed _____ Diploma -Yes -No

Undergraduate College: _____ Course of Study: _____
 Years Completed: _____ Diploma / Degree: -Yes -No Degree: _____

Graduate / Professional: _____ Course of Study: _____
 Years Completed: _____ Diploma / Degree: -Yes -No Degree: _____

Other (Specify): _____ Course of Study: _____
 Years Completed: _____ Diploma / Degree: -Yes -No Degree: _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any honors you have received:

State any additional information you feel may be helpful to us in considering your application:

Indicate any foreign languages you can speak, read and/or write:

Speak: _____ Read: _____ Write: _____

List professional, trade, business or civic activities and offices held. *(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status :)*

Address History

In the spaces below, list all addresses where you have lived during the past ten (10) years, including military addresses, if applicable. BEGIN WITH YOUR PRESENT ADDRESS.

FROM	TO	STREET ADDRESS	CITY	COUNTY	STATE

Driving History

Do you currently have a valid driver's license? Yes ____ No ____

STATE	LICENSE CLASS	EXPIRATION	DRIVER'S LICENSE NUMBER	RESTRICTIONS

Have you ever had any other driver's licenses? Yes ____ No ____

If you answered "Yes", in the space below list all states where you have been licensed and/or all names you have been licensed under.

Names	License State

Have you ever had a driver's license revoked or suspended by the licensing authority (state or county)?

Yes ____ No ____ If "Yes", in the space below list the suspension or revocation information.

FROM	TO	STATE	REASON

List all driving citations/summons you have received as an adult, beginning with the most recent:

MONTH/YEAR	CHARGE	CITY/STATE	DISPOSITION

Work Experience:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: _____
Dates Employed: From: _____ To: _____
Job Title: _____ Supervisor: _____
May We Contact? -Yes -No
Reason for Leaving: _____

COMMENT:

Include explanation of any gaps in employment.

SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience

Applicant Statement:

Please read the following statement carefully and indicate your understanding and acceptance by signing in the space provided.

1. I certify that answers given herein are true and complete to the best of my knowledge
2. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
3. I understand that the submission of this application does not indicate an offer of employment nor does it establish any obligation on behalf of Grant County,
4. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all employee policies of Grant County.

Signature of Applicant: _____ Date: _____

Drug Usage

The use of any of the following drugs within a five (5) year period prior to application will be cause for disqualification:

Cocaine • Heroin • Methamphetamine

Any prior/current use of L.S.D. or other hallucinogens will be reason for disqualification. Any other drug usage will be reviewed on an individual basis to determine acceptability or disqualification depending upon the frequency and most recent usage. Information regarding drug usage will be included in post-offer polygraph.

Narcotics History

Please Initial

DRUG	YES	NO	EXPLANATION OF USE
Marijuana			
Hashish/Hash Oil			
THC (powder or tabs)			
LSD			
Peyote			
Mescaline			
PCP			
Cocaine			
Tranquilizers			
Opium			
Heroin			
Codeine			
Methadone			
Designer Drugs (i.e. ecstasy)			
Other (i.e. steroids)			

Have you ever illegally obtained any prescription drugs or controlled substances? Yes ___ No ___

Have you ever used any illegally obtained prescription drugs or medications? Yes ___ No ___

Have you ever illegally sold, furnished or supplied any narcotics or drugs to anyone? Yes ___ No ___

Have you ever possessed any illegal narcotics or drugs? Yes ___ No ___



Authority to Release Information

To Whom It May Concern:

I hereby grant permission to **Grant County** to conduct a thorough historical background investigation on me. The purpose for the investigation is to construct a record of my personal and professional history to ensure I meet the requirements of the position and duties I have been hired to perform. I understand the investigation will be conducted by a licensed private investigation firm contracted by this company.

I hereby grant the investigator bearing this release, or copy thereof, for a period of 60 days of its date, to obtain any information in your files pertaining to any credit (to include obtaining a copy of your credit report), educational, investigation, motor vehicle report, arrest or conviction of myself on any civil or criminal matter. I hereby direct you to release such information upon the request of this bearer. I hereby release you as custodian of such records for any criminal justice, law enforcement or court agency, including its officers and employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, that may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information; or any attempt to comply with it.

Should there be any questions as to the validity of this release, you may contact me as indicated below.

PLEASE PRINT CLEARLY!

Full Name _____

Social Security # _____

Date of Birth _____

Current Address _____

Telephone Number () _____

Driver's License Number: _____ State of License _____

Expiration Date: _____

Applicant Signature _____

References

Please provide five (5) personal and/or professional references:

Name: _____ Phone Number: _____

Type: Personal Professional

Name: _____ Phone Number: _____

Type: Personal Professional

Name: _____ Phone Number: _____

Type: Personal Professional

Name: _____ Phone Number: _____

Type: Personal Professional

Name: _____ Phone Number: _____

Type: Personal Professional