



DELAWARE JUDICIARY

SUPERIOR COURT OF DELAWARE

Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC1102N09

CHIEF OF COURT SECURITY

Opening Date: 11/9/09

Closing Date: 11/24/09

Vacancy Exists

Salary: \$29,755.00 - \$37,194.00 (Minimum - Midpoint) Pay Grade 10

Recruiting For: Superior Court of Delaware

Location: New Castle County (**Please check this county on your application**).

Nature and Scope: The incumbent is responsible for the overall security and provision of general services in a court facility(ies) within an assigned county

Principal Accountabilities:

1. Plans, assigns, reviews, and evaluates the work of court security staff; provides training in court and security procedures; participates in the interview and hire of new employees.
2. Assesses and defines potentially disruptive/violent situations and makes arrangements for extra security; monitors television monitoring system for unusual occurrences.
3. Evaluates court security policies and procedures, recommends and implements improvements; advises judges and court administrative staff of potential problems which may affect the court.
4. Checks radios, magnetometer, security and duress alarms, and metal detection equipment to ensure proper working order; arranges for the repair or replacement of court equipment and monitors the progress of such work.
5. Maintains required records and prepares reports, assigns judicial proceedings to specific courtrooms.
6. May oversee the care and security of jurors to preclude mistrials; makes arrangements for meals, lodging and out-of-building security during sequestration as necessary.
7. May escort defendants to Sheriff's office for incarceration or to proper court offices for processing. May subdue individuals who react with violent behavior using defensive

devices such as chemical propellants, stun guns, and handguns; ejects disorderly persons from courtroom; apprehends and detains wanted persons and notifies appropriate police agencies.

8. May search packages, parcels, bundles, and persons for weapons, explosives or contraband; confiscates illegal items; decides on destruction or preservation of evidence; operates metal detector to scan for weapons.
9. Performs related work as required.

NOTE: Applicants may be required to restrain rowdy individuals.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. **Experience with security procedures and equipment. Please describe all experience with security procedures and list the security equipment with which they are familiar.**
2. **Knowledge of court procedures and legal terminology.**
3. **Knowledge of the principles and practices of supervision.**
4. **Ability to communicate effectively.**

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Special Requirement:

- Ability to obtain security clearance as issued by state Bureau of Identification.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/Career%20Opportunities/>. Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:
Superior Court of Delaware
New Castle County Courthouse
500 N. King Street, Suite 2850
Wilmington, DE 19801
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.

- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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