



DELAWARE JUDICIARY

COURT OF COMMON PLEAS

NON-MERIT POSITION

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

CHIEF OF COURT SECURITY

POSTING NUMBER: 01082026-CCP/NCC/CCS

Opening Date: **January 8, 2026** **Closing Date:** **January 22, 2026**

Vacancy Exists

Salary: **\$38,770.00 - \$48,463.00 (Minimum to 100% Midpoint) Pay Grade 010**
Plus Hazardous Duty Pay - \$4,620/year

Location: Leonard L. Williams Justice Center, **City of Wilmington**, 500 North King Street
(Please check this location on your application).

This position requires statewide responsibilities and travel.

Summary Statement:

This is the fourth level in the Court Security Officer series. Work involves evaluating policies and procedures, recommending improvements, and implementing changes. Employees conduct security risk assessments and advise judicial officers and court administrative staff of potential problems which may affect operations. Employees manage the logistics of court cases and security staff assignments to courtrooms or constabulary assignments. Work also involves coordinating the repair or replacement of various electronic equipment such as radios, security and duress alarms and metal detection equipment to ensure proper working order. Contacts include judicial officers, other courts, law enforcement agencies, and contracted security for the purpose of coordinating operations. Statewide travel is a requirement of this position.

Essential Functions:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class.

Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Enforces courtroom and court facility policies and procedures relative to safety, security and orderliness using defensive tactics and devices such as subduing individuals disturbing court proceedings, handcuffing and using chemical propellants.
- Assesses potentially disruptive and violent situations and takes preventative actions; calms volatile situations, responds to emergencies and requests extra security.
- Sets up, operates and maintains various electronic equipment such as paging systems, wireless microphones, audiovisual systems, audio and video recorders, overhead projectors, two-way radios, metal detectors and surveillance cameras.
- Directs individuals in court proceedings, notifies court personnel, attorneys and parties involved to be present in the courtroom, seats individuals in specific areas of the courtroom; checks in defendants and opens court by announcing the entrance of the judicial officer.
- Inspects courtroom and court facility for explosives, firearms, and weapons. Searches individuals entering court facility and confiscates unauthorized weapons.
- Prepares records and reports such as log notes and incident reports; marks, logs and retrieves files, forms and related items and information for use by court staff.
- Uses automated information systems such as civil and criminal case management systems, and criminal information systems to enter, update, modify, delete, retrieve, inquire or report on data.

Job Requirements:

Please address each Job Requirement 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 Job Requirements. Failure in any one area will result in a rating of "Not Qualified."

1. Three years experience in security such as providing protective services to persons, facilities or grounds from trespassing, theft and other conditions.
2. Three years experience in courtroom procedures such as seating, swearing in of witnesses, accepting, presenting and marking evidence or legal terminology.
3. Three years experience in narrative report writing.
4. Six months experience in operating security equipment such as radios, security and duress alarms and metal detection equipment.
5. Six months experience in interpreting laws, rules, regulations, standards, policies, and procedures.

6. Six months experience in staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.

Conditions of Employment:

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

Benefits: To learn more about the comprehensive benefit package please visit the website at <https://dhr.delaware.gov/benefits/>.

Submitting Your Application: Visit the website at <https://courts.delaware.gov/career/>. 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. **(PREFERRED METHOD)** Send your application as an e-mail attachment with the words “**Chief of Court Security**” in the subject line to: apps.commonpleas@state.de.us
2. Fax your application to: (302) 255-2524, Attention: Human Resources
3. Mail your application to:
Court of Common Pleas for the State of Delaware
Leonard L. Williams Justice Center
ATTN: Human Resources
500 N. King Street, Suite 2800
Wilmington, DE 19801

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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