



Ho-Chunk Nation

Job Description



TITLE: Security Officer – Trial Court		JOB CODE: SETC
GOVERNMENT - EMPLOYEE		EEO: 4
NON-EXEMPT NO FLEX		PAY GRADE: 8
FUNDING SOURCE: NPD/GRANT		NATIVE AMERICAN PREFERENCE

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Must have ability to execute required security duties in a professional manner within the Ho-Chunk Nation Trial Court. Must interact with public on a daily basis and ensure the safety of Trail Court staff and public through the use of approved safety protocols. Must be physically fit, courteous, and promote positive public relations in a professional manner.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Ensure compliance with the Trial Court's Internal Safety Manual and in accordance with Ho-Chunk Nation Trial Court safety protocols, Ho-Chunk Nation regulations and policies, state, local and federal laws on a daily basis.
2. As required monitor the flow of public clientele as they are processed and enter into the Court building through entrance procedures.
3. As required respond to emergencies and critical situations per safety protocols, e.g., medical, chemical and biohazard spills, fire evacuations, severe weather, disruptive clientele to level of training and as authorized.
4. As required, protects evidence and scene in the event of an incident, accident, emergency, or investigation.
5. Conduct health and safety rounds of court building and grounds according to daily schedule.
6. On a daily basis complete Security Log for day's events and incident tracking.
7. On a daily basis execute and/or Assist with all court building security protocols.
8. As required assist and ensure that correct hearing attendees are on site per hearing schedule.
9. Perform tasks using phone and radio communications from supervisor daily.
10. Perform other duties as assigned relevant to this position on a daily basis.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements Security Protocols
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	None
Freedom to Act	Operates independently and subject to general input and regular review by supervisor



MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have a high school diploma or GED equivalent.

ESSENTIAL:

1. All Trial Court employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be trained and able to conduct procedures for building entrance, operation of court building surveillance system, and to maintain a safe and secure environment of court building specific to client and public interaction.
3. Must be bondable.
4. Must maintain confidentiality.
5. Must be physically fit according to accepted standards of *Wisconsin.
6. Must have reliable transportation, a valid driver's license and proper insurance where applicable.
7. Must complete all mandated training for this position and annual refresher training.

EXPERIENCE:

1. Must have one (1) year formal security or law enforcement training or experience (military or civilian). Security training or experience may be waived with a minimum of two (2) years military service.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Must be able to work independently or in a security team environment.
2. Must be able to take direction and complete all tasks in a timely manner.
3. Must possess the ability to acquire a working knowledge of security procedures, investigative procedures and techniques and security protocols including entry procedures, client identification, body language definition, identify manifested symptoms of drug or alcohol usage, emergency incident response.
4. Must be able to apply learned skills (i.e. mandated trainings, SOP's etc.) to job duties.
5. Must pass physical ability test, both pre-employment and annually per accepted standards of *Wisconsin.
6. Must possess strong PC skills and knowledge of Microsoft products.
7. Must possess strong communication skills both written and verbal.
8. Ability to comprehend and execute detailed written or verbal instructions.
9. Ability to remain calm under stressful situations, use logic and reasoning to solve problems to level of training.
10. Ability to accept change(s) (e.g., policy, procedures, duties or post assignment) at any given time regardless of time frame of notification.
11. Ability to multitask and to concentrate on a task over period of time without being distracted.
12. Ability to accept change(s) (e.g., policy, procedures, duties or post assignment) at any given time regardless of time frame of notification.
13. Maintain a high level of professional appearance at all times and promote a positive clientele and staff relations.
14. Work cooperatively with local law enforcement and be able to testify in court on behalf of the Ho-Chunk Nation.
15. Perform all duties and assignments with a high level of proficiency and professionalism.



WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy workplace environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. While performing the required duties of this position, will be required to stand, walk, talk and hear.
2. Will occasionally be required to sit, run, climb, balance, stoop, kneel, crouch and crawl.
3. Will occasionally be required to lift and/or move up to twenty five (25) pounds and may be required to lift and/or move up to one hundred (100) pounds or more with assistance.
4. May be exposed to smoking environment on a once a week basis.
5. Will occasionally assist with reception desk duties as needed.

*Standards are according to the Wisconsin Department of Corrections, which are age specific.
Please see attached reference documentation.



Ho-Chunk Nation Bailiff/Security Officer

Physical Fitness Standards Test

Fitness Standards

AGE	PUSH UPS	SIT UPS	1.5 MILE RUN
18-29	25	35	15:30
30-39	23	30	16:30
40-49	17	23	17:30
50+	12	19	18:30

Employee Name: _____

Test Date: _____

Tester Name: _____

Standards Test

PUSH UPS _____ Pass/Fail _____

SIT UPS _____ Pass/Fail _____

RUN TIME _____ Pass/Fail _____

Employee Signature _____

Tester Signature _____