
	JUDICIARY OF GUAM	HUMAN RESOURCES OFFICE JOB STANDARD
CLASSIFICATION TITLE: SECURITY SUPPORT CLERK		ESTABLISHED DATE: AUGUST 2025
PAY GRADE: J	TOTAL HAY EVALUATION POINTS: 233	POSITION STATUS: [X] Classified [] Unclassified [X] FT [] PT
FLSA CATEGORY: [] Exempt [X] Non-Exempt		EEO CATEGORY: Administrative Support
REPORTS TO: Marshal of the Court or Designee		APPROVED BY: DANIELLE T. ROSETE,  Administrator of the Courts

NATURE OF WORK:

This position provides technical and administrative support to the Marshal's Division, assisting in the coordination of court security operations specifically focused on physical security devices and digital systems.

An employee in this position is responsible for managing security access systems, issuing visitor credentials, maintaining emergency protocols, coordinating with contractors and public safety stakeholders, and supporting court officers in duties related to the safety and security of Judiciary facilities, personnel, and the public.

ESSENTIAL FUNCTIONS: (This is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the incumbent for this position. Duties, responsibilities and activities may change at any time with or without cause.)

Programs and manages key-card/credential access for court staff, contractors, and approved visitors.

Serves as primary point of contact for access control systems, duress alarms, and related security databases.

Grants or revokes access privileges as authorized and regularly audits access levels.

Assists with the implementation of court security policies and procedures.

Compiles and distributes security access reports as directed.

Assists with the coordination of court building emergency response plans, annual drills, AED maintenance, and surveillance systems.

Interfaces with IT or infrastructure services to resolve access, cameras, duress systems, or communication line issues.

Participate in vendor coordination, contract security services support, and security initiatives or upgrades.

Develops and interprets operating procedures in accordance with policies and documented protocols of the court.

Adheres to and complies with all promulgated policies, standards and codes of ethical conduct.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of access control systems, clerical software, and security hardware coordination.

Knowledge of court rules, procedures, and protocols.

Knowledge of forms and templates used for security related topics.

Knowledge of Legal terminology.

Knowledge of modern office practices, procedures, equipment, and computer applications.

Ability to accurately maintain logs, audit trails, and incident records.

Ability to maintain confidentiality and integrity regarding court cases, video requests, personnel records, and access control system reports.

Ability to learn and apply applicable laws, standard operating policies and procedures.

Ability to set up and maintain confidential files and records.

Ability to maintain records and prepare reports.

Ability to communicate effectively both orally and in writing.

Skilled in the use of software and systems used for security video, duress, and access control.

MINIMUM EDUCATION, EXPERIENCE & TRAINING:

- A. Graduation from a recognized college or university with an Associate's degree in Criminal Justice, Public Administration or a closely related field, plus one (1) year and six (6) months of progressively responsible work experience in the legal or courts & ministerial field, of which six (6) months must be in security related support experience; or
- B. Graduation from high school or GED equivalent; plus any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.