



BEFORE THE 2025 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC25-020

RELATIVE TO CREATING THE POSITION OF SECURITY SUPPORT CLERK

WHEREAS, the Judiciary of Guam continues to face growing operational and security needs as it expands its facilities and use of technology and security equipment, making it necessary to create the position of Security Support Clerk to provide technical and administrative support to the Marshal's Division; and

WHEREAS, this role will improve communication and coordination with contractors, information technology staff, and infrastructure teams, helping to ensure that daily security functions run smoothly and allowing Deputy Marshals to focus on their core protective duties; and

WHEREAS, the Human Resources Division has conducted a study and reported to the Judicial Council that the position of Security Support Clerk should be created and filled as described in the attached Exhibit A; and

WHEREAS, 4 GCA § 6303 requires that the position description for the requested position of Security Support Clerk is posted on the Judiciary's Website.

NOW THEREFORE, BE IT RESOLVED that the position of Security Support Clerk is hereby approved as a position at the Judiciary of Guam, which duties are reflected in the job description shown in the Attached Exhibit A.

BE IT FURTHER RESOLVED that the attached position description shall be posted on the Judiciary's website in accordance with 4 GCA § 6303.

DULY ADOPTED this 18th day of September 2025 at a duly noticed meeting of the Judicial Council of Guam.

A handwritten signature in blue ink, appearing to read "R. Torres".

ROBERT J. TORRES, Chairman


Dated: 09/18/2025

ATTEST:

A handwritten signature in black ink, appearing to read "Jessica Perez-Jackson".

Jessica Perez-Jackson, Executive Secretary

Dated: 09/18/2025

	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.