

MINISTRY/ENTITY: COURT ADMINISTRATION DIVISION

Job Title:	Watchman
Job Grade:	LMO/TS 1
Post Number:	
Incumbent:	
Division:	Parish Court
Reports to:	Court Operations Manager
Manages:	None

This document is valid as an accurate and true description of the job signified below.

_____ Name of Employee	_____ Signature	_____ Date
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_____ Name of Supervisor	_____ Signature	_____ Date
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_____ Head of Department/Division	_____ Signature	_____ Date
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Date received in Human Resource Division

Job Purpose:

Under the direction of the Court Operations Manager, the incumbent provides security for users of the court, property and equipment within an assigned area and ensure that security measures are maintained.

Key Outputs:

1. Personnel, building and equipment secured
2. Windows, doors and gates examined and secured
3. Security breaches reported
4. Malfunction lighting reported
5. Aesthetic of facility maintained
6. Security log prepared and submitted

Key Responsibilities:

1. Patrols and monitors assigned areas on foot to ensure users, building and equipment are secured
2. Examines doors, windows and gates to ensure security
3. Watches for and reports irregularities, such as security breaches to the relevant personnel
4. Remains alert for the presence of unauthorized persons, intercepts and notifies relevant authority
5. Performs periodic checks of external lights to ensure that they are functioning and report malfunctions
6. Prepares daily security log
7. Opens and closes all builds at the beginning and the end of each work day
8. Performs any other duties assigned
9. Ensures that unauthorized persons are not permitted on compound
10. Ensures everything is in place at the assumption and completion of duties
11. Ensures that the main gate is closed at certain time.
12. Maintains log book of activities,
13. Remains on duty to keep watch.

a. Other Responsibilities

- Performs any other related duties as assigned

Contact

Internal	Purpose
Court Operations Manager	Work assignment and instructions
Senior Parish Judge/Parish Judge	Work assignment and instructions
External	Purpose
None	

Authority

NA

Performance Standard:

1. Patrols and examinations are conducted on daily basis
2. Property and equipment are secured and accounted for
3. Security breaches are reported promptly within the established guidelines
4. Malfunctioning lights and equipment reported promptly within the established guidelines
5. Security logs are accurately prepared and maintained in accordance with established guidelines

Key Competencies:

- Good interpersonal skills
- Good communication skills
- Ability to work in teams
- Keen eye for detail

Minimum Qualifications and Experience:

- Secondary Education with at least one-year work experience

Working Conditions:

Normal