

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Manager, Security  
**Job Code:** 8088  
**Pay Grade:** 49  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Manage the security services and emergency procedures for Pima County Superior Court, which includes safety and security measures for judges, employees, the legal community, and visitors of Superior Court facilities. Responsible for the daily management and supervision of court security functions and staff activities at seven court locations. Develop and monitor security procedures for the entrance into court facilities, the safety of patrons in/out of courtrooms, and evacuation procedures.

### **ESSENTIAL FUNCTIONS:**

- Coordinates the security services of county security staff in the high traffic first floor area of the downtown superior court entrances and exists. Responds to and resolves visitor and security incidents and complaints.
- Assists divisions with the development of strong safety and security procedures for entrance and exit to court locations, such as conciliation court and adult probation facilities.
- Manages the court's safety and security services and directs a staff of armed court security officers. Supervises assigned contract security staff, which include officer and sergeant level officers.
- Manages the court's surveillance system that monitors the entrance and exit of patrons to superior court, courtrooms, judicial hallways and offices. Enforces rules and regulations pertaining to the proper or improper flow of traffic and the authorized travel of individuals.
- Manages the processes of investigations for the court and coordinates all judicial investigative issues to include risk assessments.
- Develops procedures for security officers to follow for acceptable and non-acceptable high and low value property items to enter court facilities.
- Manages the processes of investigation and coordinates the resolution of security issues and investigations at adult probation offices, conciliation court, juvenile court, and mental health court facilities.
- Resolves incidences and complaints by investigating, identifying resolutions, discussing options with management, and implementing effective resolutions.
- Participates in the recruitment and selection processes to hire, promote, and retain a productive staff of security employees.
- Performs occasional reviews of operational and procedural policies, procedures and protocols, may identify necessary modifications, implement those changes and monitor work activity to determine the accuracy of changes and compliance.
- Develops curriculum and materials to provide training to new court security staff on building security procedures, and emergency evacuations. Provides training to volunteer emergency coordinators on evacuation procedures and meeting locations.

- Ensures that the court security officer staff receives the appropriate training to maintain certifications in firearms, first aid, CPR, and COJET.
- Maintains all training files for armed personnel to include all required certifications and general orders.  
Identify employee goals with employees, monitor and evaluate their performance, conduct performance appraisals, and address performance issues and/or adherence to court policies and procedures. Prepares and verifies Stromberg time and attendance, logging absences and vacation time.
- Collects statistics and prepares monthly reports regarding security incidents in the court buildings.
- Conducts background investigations on prospective new court personnel, and recommends the approval/denial of employment or the offer of work to contractors to perform work in court facilities.
- Serves as liaison between the superior court and law enforcement agencies, including private security firms regarding court personnel and public safety within the court facilities.
- Monitors the efficiency of security services provided by contracted security personnel within superior court facilities.
- Manages the acquisition of various security monitoring equipment and coordinates the movement of security equipment to optimize maximum usage.
- Participates in and supports local and statewide committees, within the scope of assigned duties.
- Recommends, coordinates and implements corrective action to improve building security.
- Manages and oversees security scheduling of daily court arraignments.

#### **ADDITIONAL RESPONSIBILITIES/DUTIES**

- Participates in confidential investigations related to court personnel and/or other matters as directed.
- Designs, drafts, and posts evacuation plans and coordinates emergency evacuations.
- May operate Pima County vehicles when necessary.
- Monitors the building and all elevators and notifies appropriate parties when issues arise.
- Supervises facilities employees in the absence of the Director, Court Facilities and Security.
- Performs special projects as requested by the Director, Court Facilities and Security and/or Court Administrator.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must have knowledge of the principles and practices of law enforcement techniques, investigative procedures, local law enforcement rules and jurisdictions, security principles and methods.
- Must have knowledge of the usage of security equipment, courtroom procedures, and the principles and practices of building evacuation.
- Must have knowledge of the principles and practices of supervision and performance management.
- Must have the skills to prioritize and coordinate multiple tasks, projects and demands, work within deadlines to complete projects and assignments, and identify effective resolutions to incidents.
- Must have skills to read, interpret and apply relevant city, county, state and federal statutes, rules, ordinances, codes, administrative orders, and other relevant directives.

- Must have skills to establish and maintain effective working relations with co-workers, County employees, representatives from governmental agencies, the general public, and individuals who have business with Pima County Superior Court.
- Must have skills to operate a personal computer using Microsoft Office and some specialized software applications.
- Must have the ability to communicate effectively with judges, court employees, law enforcement employees, county security, visitors to the court, and the general public.

**MINIMUM REQUIREMENTS:**

A High School diploma or GED equivalent, and four years of experience in law enforcement as a certified peace officer, or court security experience; and a minimum of one year in a supervisory capacity or two years experience in a lead capacity directing and the work activities of other employees. OR; any equivalent combination of experience, training, and/or education approved by Human Resources.

**LICENSES AND CERTIFICATES:**

Have a Class 2 or Category D Arizona driver’s license at the time of appointment. Within six months from the date of appointment the incumbent must acquire a first aid and cardio-pulmonary resuscitation (CPR) certification. The incumbent may maintain a firearms qualification in accordance with Pima Superior Court policies and procedures. The incumbent may also be required to maintain certification to wear personal protective equipment, an approved firearm, and defensive weapons.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

Typically performs duties indoors and may lift materials and/or equipment 20 lbs or less. Must be able to react, at times physically, to emergency situations swiftly and effectively. Must be able to patrol the entire building, elevators, and parking facility on a random, but regular basis. Will travel between various court facilities.

**DISTINGUISHING CHARACTERISTICS:**

This is a classified position that reports to the Director, Court Facilities and Security. The incumbent performs work under general supervision and will manage security programs and services provided by court security officers and assigned county security staff.

Date: 12/10/07  
 Revised: 12/06/11

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Hiring Authority

\_\_\_\_\_ Date \_\_\_\_\_  
 Director, Human Resources

\_\_\_\_\_ Date \_\_\_\_\_  
 Superior Court Administrator