

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Security Coordinator
Job Code: 8078
Pay Grade: 39
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Coordinates and implements safety, security, and evacuation procedures within the Superior Court building and performs related work as required.

ESSENTIAL FUNCTIONS:

- Identifies, documents, and participates in the resolution of operational and logistical issues related to Superior Court building security.
- Monitors the building and all elevators and notifies appropriate parties when issues arise.
- Recommends, coordinates and implements corrective action to improve building security.
- Serves as liaison between the Superior Court and law enforcement agencies, including private security firms regarding court personnel and public safety within the court building.
- Monitors the efficiency of security services within Superior Court provided by contracted security personnel.
- Designs, drafts, and posts evacuation plans and coordinates emergency evacuations.
- Develops materials and provides training to new security staff on building security procedures, provides training to new and current court employees on building security and emergency evacuations, and provides training to volunteer emergency coordinators on evacuation procedures and meeting locations.
- Monitors, and maintains various security monitoring equipment and coordinates the movement of security equipment.
- Monitors and coordinates the security services of County security staff in the high volume first floor area. Responds to and resolves visitor and security incidents.
- Reviews and prepares monthly reports regarding security incidents in the Court building, including weapons, drugs, and illegal item confiscations.
- Coordinates and participates in confidential investigations related to court personnel and equipment.
- Receives, reviews, and maintains logs on confidential background information on court personnel.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Conducts special projects as requested by the Facilities Manager and/or Court Administrator.
- May operate Pima County vehicles when necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and practices of law enforcement techniques and investigative procedures.
- Must have knowledge of 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 techniques.

- Must have skills in evaluating situations and making decisions in an effective manner.
- Must have the basic skills to operate a desktop computer and software such as Microsoft or court related.
- Must have the ability to communication effectively with a wide variety of public individuals, court employees, law enforcement and security staff, judges and court administration.

MINIMUM REQUIREMENTS:

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

LICENSES AND CERTIFICATES:

Must have a valid Arizona driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment 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.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Manager, Facilities. The incumbent performs duties under general supervision and has lead responsibilities for the security services provided by county security staff.

Date: 09/93
Revised: 01/00; 04/07/04