

# ARIZONA SUPERIOR COURT IN PIMA COUNTY

## Job Description

**Job Title:** Supervisor, Security  
**Job Code:** 8088  
**Pay Grade:** 45  
**FLSA Status:** Exempt



### **PURPOSE OF CLASSIFICATION:**

Responsible for the safety and security of judges, employees, and visitors in the Superior Court facility. Performs a variety of tasks associated with the establishment, evaluation and maintenance of the Superior Court safety, security, and evacuation programs, and the day-to-day monitoring and supervising of court security functions and staff activities.

### **ESSENTIAL FUNCTIONS:**

- Coordinates the security services of county security staff in the high traffic first floor area of entrances and exits. Responds to and resolves visitor and security incidents and complaints.
- Supervises and directs a staff of armed court security officers. Supervises other facilities staff in the absences of the Facilities Manager.
- Resolves incidents and complaints by investigating, identifying resolutions, alternatives, discussing options with management, and implementing agreed upon actions.
- Participates in recruitment and selection processes to hire, promote, and retain security employees.
- Develops curriculum and materials to provide appropriate training to security staff and other court employees. 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 compliance.
- Monitors and evaluates employee performance, identifies employee goals, addresses personnel issues and conducts performance appraisals. Sets work schedules and assigned duties.
- Promotes positive morale in the unit by providing leadership and guidance to staff through example, competency, and accountability.
- Collects statistics and prepares monthly reports regarding security incidents in the court building.
- Coordinates and participates in confidential investigations related to court personnel and other matters as directed.
- 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 the court building.
- Identifies, documents, and participates in the resolution of operational and logistical issues related to 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 provided by contracted security personnel.
- Monitors, and maintains various security monitoring equipment and coordinates the movement of security equipment.
- Recommends, coordinates and implements corrective action to improve building security.

**ADDITIONAL RESPONSIBILITIES/DUTIES**

- 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 problems arise.
- Performs special projects as requested by the Facilities Manager 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 equivalent G.E.D certificate and four years of experience in law enforcement as a certified peace officer, and a minimum of one year in a supervisory capacity or two years experience in a lead 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 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 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 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 work under general supervision and has supervision responsibilities for the security services provided by county security staff, and assigned court security officers.

Date: 12/10/07

Revised: