



Pima County Consolidated Justice Court

Job Description

Job Title:	Courts Security Supervisor
Class Code:	5325
Class Title:	Courts Security Supervisor
FLSA:	Exempt
Court Status:	Court Classified
Minimum Qualifications:	
A High School diploma or equivalent and four years of experience in facility security operations, as a certified law enforcement officer, and/or in emergency services or disaster preparedness/control operations and planning including one year of experience in a lead or supervisory capacity; OR any equivalent combination of experience, training and/or education approved by Human Resources.	
Licenses and Certificates:	
Possession of a valid Arizona Class D driver's license is required at the time of appointment. Current first-aid and cardio-pulmonary resuscitation (CPR) certification, American Red Cross, or equivalent must be acquired within 6 months of employment. Ability to obtain firearms instructor certification within 12 months of employment. Certification to wear and maintain personal protective equipment and division approved and issued firearms and defensive weapons are required. The incumbent must maintain firearms qualification in accordance with PCCJC policies and procedures.	
Summary:	
This classification directly supervises all security staff for Pima County Consolidated Justice Court (PCCJC). Develops, coordinates, and implements security and emergency procedures for PCCJC buildings/facilities.. This is a classified position that reports to the Courts Facility and Security Manager.	
Essential Duties:	
<ul style="list-style-type: none"> • Manage, coordinate, and determine priorities of workload, monitoring levels of resources, establishing timelines, assigning work, monitoring progress, recommending changes and suggestions, writing, reviewing, and editing reports prepared by staff, and approving completed projects and reports; • Ensure that unit work conforms to local, state, and federal governmental regulations, and other applicable rules and requirements; • Communicate with Security Manager daily on court security activities; • Assist with the development, implementation, evaluation, and interpretation of division policies, projects, and procedures; • Implement controls for appropriate unit staffing and effectiveness by participating in the recruitment and hiring of employees; • Promote positive morale in the unit by providing leadership and guidance to staff through example, competency, and accountabilities; • Monitor and evaluate employee performance, identifying personnel issues and facilitating resolutions, prepares employee evaluations; • Take progressive discipline actions up to and including a suspension of fewer than 40 hours; 	

- Prepare and verify timesheets, logging absences and vacation time;
- Coordinate staff schedules to ensure adequate coverage;
- Fill in for Security Officers as necessary on posts;
- Prepare reports including budget reports, databases, and other documents by researching and verifying facts, consulting with other agencies, compiling statistics, and preparing, submitting, and distributing drafts;
- Develop, coordinate and publish security and emergency procedures for specific needs of each PCCJC building and coordinate implementation of procedures with security services contractors and affected PCCJC offices, agencies, and functions;
- Prepare and review contractor, facility manager, law enforcement and fire service incident and investigative reports, logs, and correspondence and take, direct or recommend needed action by PCCJC officials and affected PCCJC offices, agencies, and activities;
- Represent the Security Manager and/or the Court Administrator at incident scenes affecting PCCJC buildings/facilities;
- Liaison for law enforcement, fire/emergency services, and related County agencies;
- Coordinate provision of a special event or unusual security services with affected PCCJC officials, Departments, agencies, and other law-enforcement/emergency services agencies;
- Coordinate procurement, maintenance, repair, installation, or movement of special-purpose security equipment installed, issued, or otherwise used by contractors, PCCJC facilities, or temporary security checkpoints;
- Train and certify armed security officers at a minimum once per year;
- Conduct or coordinate special investigations of incidents, such as thefts, bomb threats, security incidents, etc.;
- Respond to and resolve visitor and security incidents in the court buildings.

Additional Duties:

- Maintain continuing liaison with the Superior Court Security Coordinator to assure needed mutual coordination, cooperation, and support of County facility security and emergency programs;
- Represent the PCCJC on security, emergency preparedness, and related topics;
- Conduct or coordinate security and emergency training of employees and contractor employees;
- Initiate and evaluate personnel background checks utilizing ACJIS and Spillman and approves/denies placement of security and maintenance contractor employees required to work in court facilities;
- Serve as a backup to the Security and Facilities Manager;
- Operate a variety of office equipment;
- Complete duties, special assignments, and projects as assigned.

Knowledge, Skills, and Abilities:

- Principles, methods, and techniques of providing cost-effective facility safety, security, and emergency services;
- Rules and regulations governing the use of County buildings;
- Principles and practices of law enforcement and provision of emergency services;
- Local law enforcement jurisdictions;
- Public sector contracting rules, regulations, and guidelines;
- Principles and techniques of employee training.
- Effective customer service techniquesCommunicating effectively;
- Developing and coordinating the implementation of security, safety, and emergency procedures;
- Analyzing situations and information and using sound judgment to make decisions and determine appropriate courses of action;
- Developing, negotiating, and monitoring contracts;
- Monitoring and documenting operating budgets;
- Coordinating, evaluating, and scheduling of contractor-provided services;
- Conducting employee training in security and emergency procedures;
- Conducting, coordinating, and documenting special investigations.

Special Notice Items:

All positions require the satisfactory completion of a background investigation by law enforcement agencies, due to the need for access to law enforcement, corrections, detention, and courts facilities or associated confidential or sensitive information, documents, communications systems and like materials. Preference may be given to applicants who are Spanish speakers.

This job description may not be inclusive of all assigned duties and responsibilities. The court reserves the right to amend the duties and responsibilities at any time.

Physical/Sensory Items:

May be required to walk or stand for extended periods. Must be able to react to physical confrontations and emergencies quickly and effectively; seeing and recalling visual details. May occasionally run short distances. May lift material or equipment weighing seventy-five pounds or less.