

## COURT SECURITY COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Court Security Coordinator is responsible for ensuring the safety and security of the occupants of the Mesa Municipal Court as well as the occupants of the Mesa City Plaza Building, and the actual facilities themselves; acting as a Municipal Security Officer as necessary; developing and implementing security and emergency preparedness programs, policies, plans, training, and drills; investigating, documenting, and following up on security issues or incidents; serving as a security subject matter expert and advisor to the Presiding City Magistrate, the Court Administrator, and the Court Security Committee; and serving as a security liaison for the Court with the Police Department, Fire Department, Arizona Supreme Court, National Center for State Courts, Federal Homeland Security, and related agencies. This class performs related duties as required.

**Distinguishing Features:** The Court Security Coordinator is a civilian classification that has been designated as a non-classified, non-merit system, at-will position. This position primarily supports the Court security efforts, supervises the Municipal Security Shift Supervisor, functionally reports to the Presiding City Magistrate and the Court Administrator, and directly reports to a Police Lieutenant in the Police Department. The Court Security Coordinator may perform all of the duties of the Municipal Security Shift Supervisor and Municipal Security Officer classifications as needed but is distinguished from these classifications by the managerial responsibilities. While this is a civilian classification, the incumbent may carry a weapon, and is required to use appropriate safety equipment and procedures in performing assignments. The public contact component of the work requires exercising initiative, tact, and good judgment in resolving security issues. Duties are performed under guidelines set forth by department regulations and appropriate City ordinances. This class is FLSA exempt - administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration, Criminal Justice, Industrial Security or closely related field. Extensive (5+ years) professional security management experience.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of the information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to pass a psychological evaluation. May be required to complete and maintain firearms qualifications.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Court security management experience and graduation from an accredited college or university with a Master's Degree in Public or Business Administration, Criminal Justice, Industrial Security or closely related field are highly desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with the Presiding City Magistrate, Court Administrator, Municipal Security Shift Supervisor and Officers, and the Police Lieutenant and personnel to understand and meet the Court's security needs. Communicates with City management, department personnel, public officials, partner agencies, and the general public in order to establish and maintain effective working relationships. Represents the Court as security liaison and coordinator with local, regional, state and federal emergency services agencies, responds to internal and public inquiries. Explains, interprets, and requests compliance with departmental rules, security detail procedures, and City ordinances relating to municipal security. Mediates disputes and refers matters of enforcement to sworn officers. Instructs and trains others on the job regarding security procedures. Prepares written documents such as security reports, performance appraisals, and workstation documentation.

**Manual/Physical:** Conducts security inspections to ensure conformance to established standards, rules, and regulations. Reviews the work products of staff to ensure compliance with departmental rules, security detail procedures, and City ordinances relating to municipal security. Walks around City premises and through facilities to provide security and visually observe activities of persons in and around municipal buildings. May operate a vehicle requiring a standard Arizona Driver's License to respond to incidents at various locations. Detects audible signs of alarm or warning in order to respond to, investigate, report, and correct situations related to municipal security. Observes the behavior of people and monitors their actions for compliance with rules, regulations, and City ordinances related to municipal security. Visually monitors closed circuit television (CCTV) for suspicious activity. Monitors fire and panic alarms. May escort personnel from buildings after normal business hours. May work in a variety of weather conditions while performing security work outdoors. Meets scheduling and attendance requirements.

**Mental:** Directs security efforts and staff ensure security of occupants and facilities. Researches, reviews, and analyzes current and future departmental security needs. Collaboratively develops and administers long- and short-range security plans. Makes recommendations for improving security services. Develops and maintains security policies and procedures to accomplish objectives. Resolves procedural or operational security issues. Conducts research and analyzes data in planning to mitigate security concerns. Receives, investigates, and resolves security incidents. Prioritizes and assigns work to personnel. Resolves day to day work related problems. Analyzes situations to determine if there is suspicious activity requiring sworn officers to respond. Determines effective resolutions to problem situations related to security. Comprehends and makes inferences from written materials in order to interpret and enforce rules, regulations, and City ordinances relating to municipal security. Learns job related material through verbal instruction, on the job training, and in a classroom setting.

### **Knowledge/Skill/Abilities:**

Knowledge of:

security techniques and practices; and  
supervisory principles and practices.

Skill in:

security observation

Ability to:

provide supervision over other employees;  
work independently;  
work safely without presenting a direct threat to self or others;  
communicate both verbally and in writing;  
understand and follow verbal and written instructions

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/17

TR/kc/rb

CS4832.DOCX

EEO-PROF

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 49

IND-9410

SWORN-No