



Town of Oro Valley Classification Description

Title: **COURT SECURITY COORDINATOR**

Job Code: 1361

FLSA Status: Non-Exempt

Department: Magistrate Court

Salary Grade: 105

POSITION SUMMARY:

The Court Security Coordinator will oversee, administer, perform, and undertake a variety of tasks associated with the Magistrate Court safety and security. Responsible for all safety and security aspects of the courthouse, including ensuring that the judges, judicial staff, court employees and general public visiting the courthouse are safe.

ESSENTIAL JOB FUNCTIONS:

- Provides a visible safe and secure presence throughout the court facility. Screens visitors and others having business at the courthouse.
- Conducts overall and/or extensive hand searches, personal property searches and other safety/security checks.
- Responds to questions regarding screening practices, protocols and procedures.
- Responds to medical emergencies and renders first aid and CPR as a first responder.
- Escorts and guides visitors and others having business in the Magistrate Court to the requested courtroom/location.
- Patrols the exterior perimeters, checks windows, doors and other actual or potential access to the court; patrols the interior perimeter hallways, corridors, courtrooms and other areas for unauthorized persons and packages; responds to requests for security services and takes action. Assists the uniformed police officers and removes disruptive or violent persons from the facility.
- Investigates, documents and follows up on any security issues that may or may not violate town or state laws; prepares reports and written documents for a variety of statistical files and records.
- Coordinates with other court employees on related projects.
- May detain individuals until law enforcement support personnel arrive.
- May provide training and direction to the Bailiff; identify and implement ongoing staff training programs.
- Supports the town's policies, goals and objectives and works with management and other staff to ethically achieve such goals and objectives; ensures compliance with safety procedures.
- Maintains regular and reliable attendance.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town, County, Arizona Supreme Court, State and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of principles and practices of law enforcement, methods and techniques for providing safety and security, and the provisions of providing emergency services.
- Knowledge of safe and lawful handling of defensive weapons.
- Knowledge of defensive tactics and application of non-lethal weapons for controlling volatile situations.
- Knowledge of trends and practices in safety and security.
- Skill in making good observations, recalling facts and maintaining a security awareness of the courthouse.
- Proficient in court security procedures including use of x-ray machine and metal detectors.
- Ability to communicate clearly for both verbal and written communication.
- Ability to operate a personal computer utilizing standard software such as Microsoft Office and some specialized software; ability to operate standard office equipment.
- Ability to assess and prioritize multiple tasks and demands; maintaining composure while working with irate or difficult individuals; working effectively under stress; meeting deadlines.
- Ability to assess, analyze, identify and recommend solutions to problems.
- Ability to respond to security problems in a swift, effective manner with appropriate actions.
- Ability to establish and maintain good working relationships with the general public, the Town Magistrate, Court and Town staff.

MINIMUM QUALIFICATIONS:

- One year of experience in court security, law enforcement, jail or prison security, military, or other closely related experience.
- A high school diploma or GED.
- Completion of Court Security Officer Academy within 12 months of hire.
- Possess at the time of application and maintain an Arizona driver license.
- Successfully complete background investigation.
- Must be able to acquire first-aid and cardio-pulmonary resuscitation (CPR) certification.
- Complete annual training as required by the Committee on Judicial Education and Training (COJET)

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Must be able to sit or stand for prolonged periods of time, have vision acuity (near and far) for security observation, color vision for security functions. Touch/finger dexterity for searching bags, etc. Work requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations. May be subject to irregular work hours, schedules to include completion of work on holidays and weekends. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds.
- Work is performed in indoor and outdoor environments.