

SENIOR SECURITY COORDINATOR

DEFINITION

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or plans, coordinates, and performs security services, executive protection and transportation services for the judicial branch executive office; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead and/or specialist level in the Security Coordinator series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the most complex and/or sensitive projects. Duties include travel security planning, coordination with executive staff on transportation and hotel planning, pick up and delivery of executive staff at irregular times. Incumbent will plan, organize, and work with management to provide the assessment and evaluation of the security services in the Supreme Court, Courts of Appeal, Administrative Office of the Courts, and other judicial branch agencies; recommending security measures and coordinating security programs and responses to threats to the courts, justices, and staff.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Implements statewide security programs for the judicial branch.
- Provides transportation and security for executive team members as required.
- Coordinates assessments of court and judicial branch security needs.
- Develops security plans, crime prevention programs, evacuation plans, and other necessary emergency response measures for the Judicial Council facilities and other judicial branch agencies.
- Coordinates and documents evaluation of threats to the courts, justices, and staff with the California Highway Patrol (CHP) and other law enforcement agencies.
- Conducts training of security staff.
- Coordinates and conducts a variety of studies and prepares reports.

- Coordinates arrangements for necessary security for special events, individual justices, judicial branch staff, and others as required.
- Acts as liaison on security matters between the judicial branch and the California Highway Patrol (CHP), the Department of General Services, the Department of Justice, and local law enforcement and administrative agencies.
- Oversees statewide security inspection programs and ensures the timely completion of inspection reports.
- Performs first aid and CPR as necessary.
- Coordinates personnel actions when required by the Human Resources Division.
- Coordinates medical response plans for Judicial Council facilities/locations.

WORKING CONDITIONS

- Must be able to respond to security and medical emergencies.
- Available to work evening and weekend hours as required.
- Expected to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Principles, practices, and techniques of law enforcement.
- Security methods and procedures.
- Investigative procedures and methods.
- Applicable laws, rules, and regulations.
- Court operations and procedures.
- First aid, CPR, and Automated External Defibrillators (AED's).
- Firearm use, safety protocols, and use of force guidelines.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.
- Defensive driving techniques.

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Evaluate and direct the security needs of California judicial branch agencies, act as advisor to trial courts as requested.
- Develop and implement security plans.
- Accurately and quickly analyze a situation and determine an effective course of action.

- React calmly and maintain control under pressure.
- Conduct investigations, prepare written reports as required.
- Identify budgetary needs and make recommendations.
- Train security staff in policies and procedures related to the work.
- Operate personal computers and specified computer applications, such as word processing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work, i.e., CHP, Sheriff's Office, FBI, local law enforcement agencies.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

California driving license.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably in administration of justice, and five years of supervisory law enforcement or emergency services experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.