

SECURITY COORDINATOR

DEFINITION

Under direction, performs and coordinates the security services, executive protection and transportation services and programs for the judicial branch executive office; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey-level class in the Security Coordinator series, and incumbents are fully competent to independently perform the full range of security services. Incumbents are responsible for security of executive staff including driving duties within California, and out of state on occasion. 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 assist with planning, organizing, and providing the assessment and evaluation of the security services in the Supreme Court, Courts of Appeal, Judicial Council, and other judicial branch agencies; recommending security measures and coordinating security programs and responses to threats to the courts, justices, and staff. This class is distinguished from Senior Security Coordinator in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

- Assists in coordinating evaluations of judicial branch security needs.
- Plans security for executive team travel.
- Provides transportation and security for executive team members as required.
- Implements statewide security programs for the judicial branch.
- Assists in developing security plans, crime prevention programs, and other necessary emergency response measures for the courts and other judicial branch agencies.
- Recommends and coordinates security responses to threats to the courts, judges, and staff as assigned.
- Conducts training of security staff.
- Conducts a variety of studies and prepares reports as assigned.
- Makes arrangements for necessary security for special events, individual justices, others as provided by statute, and judicial branch staff as requested by the Administrative Director.

- 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 agencies as assigned.
- Performs first aid and CPR as necessary.

WORKING CONDITIONS

- Must be able to respond to security emergencies.
- Work frequent evening and weekend hours as required.
- Expected to travel statewide frequently and nationally as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of law enforcement.
- Security methods and procedures.
- Investigative procedures and methods.
- Applicable laws, rules, and regulations.
- 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 a variety of effective written materials.
- Defensive driving techniques.

Ability to:

- Evaluate and coordinate the security needs of California judicial branch agencies.
- Coordinate the implementation of security plans.
- Accurately and quickly analyze a situation and determine an effective course of action.
- React calmly and maintain control under pressure.
- Conduct investigations.
- Train security staff in policies or procedures related to work.
- Work cooperatively with those contacted in the course of work.
- Administer first aid and CPR.
- Organize own work, set priorities, and meet critical deadlines.
- 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.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

PC 832 POST certification required. If no current POST certification exists at time of hire, continued employment will be contingent upon incumbent's completion of minimum PC 832 standards (64 hours) for POST certification within 6 months.

California Driving License.

Education and Experience:

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

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