

COURT SECURITY COORDINATOR

DEFINITION

Under supervision, provides security for the Chief Justice of California and performs related work as assigned. Pursuant to Government Code §68806 the incumbent will serve as a Supreme Court marshal and shall have the powers of a peace officer in all parts of this state.

CLASS CHARACTERISTICS

Pursuant to Government Code §21221 (i), the incumbent(s) of the Court Security Coordinator classification is appointed by the Administrative Director of the Courts. Positions in this classification are deemed temporary in nature and require the specialized skills and experience of a retired professional peace officer. This is a single level and single incumbent classification. The incumbent in this class is a sworn peace officer authorized to carry firearms. The incumbent is responsible for providing a full range of security services for the Chief Justice of California, including accompanying the Supreme Court Justices when traveling.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides protective services for Supreme Court justices.
- Ensures order during court proceedings.
- Maintains fixed posts.
- Performs security checks of court floors.
- Ensures that confidential work and papers are not compromised.
- Screens and x-rays suspicious letters and packages.
- Escorts justices to court sessions throughout the state.
- Completes advance security reports for court functions by physically going to event site, coordinating intelligence and security measures with allied agencies, and prepares written reports according to established procedures and protocol.
- Reviews and investigates threats, inappropriate correspondence, involving the Chief Justice and Associate Justices of the California Supreme Court.
- Manages protective investigations, conduct threat assessments, gather and disseminate information and intelligence.
- Coordinates security and protective services with allied agencies including the California Highway Patrol, California Department of Justice, California State Senate Sergeant-at-Arms, California State Assembly Sergeant-at-Arms, local law enforcement agencies and federal law enforcement agencies, including the United States Marshals Service.
- Works closely with the Clerk of the Court or Assistant Clerk of the Court on various projects.

WORKING CONDITIONS

- Must be available to work overtime and rotating shifts.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Security methods and procedures.
- Procedures and practices of the court.
- Police firearms, non-lethal weapons, and appropriate weapons safety and handling techniques.
- Mediation and non-confrontational skills.
- Principles and practices of dignitary protection.
- Anti-terrorism and counter-terrorism techniques.
- Police protocol and radio procedures.
- Emergency first aid and CPR at the first responder level.

Ability to:

- Use police firearms with accuracy and proficiency.
- Safely operate a variety of standard and specialized office and security equipment.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Drive a state automobile while escorting court justices.

Licenses and Certificates:

Commission on Peace Officer Standards and Training (POST) basic certificate; valid California drivers license.

Education and Experience:

Equivalent to graduation from high school and two years of law enforcement experience.

Directly related college-level education may be substituted for up to one year of the required experience.