

Security Coordinator

JOB FAMILY DEFINITION

This classification falls within the Facilities Operations Job Family encompassing a range of work in which incumbents are responsible for comprehensive building management services including security, maintenance, repair, and renovation of building structures, systems, and grounds. This class specification represents the type and level of work performed recognizing that specific work assignments may differ from one unit to another and from one incumbent to another.

CLASS SUMMARY

Incumbents, as assigned, are responsible for providing security consultation and support services to various entities within the judicial branch. Security Coordinators provide security design, review and oversight for new construction and facilities modifications projects; consultation and training services for trial courts; and emergency planning and continuity of operations services.

DISTINGUISHING CHARACTERISTICS

The Security Coordinator is distinguished from the other classes in the Facilities Operations Job Family in that work is focused on planning, assessment, consultation and coordination of security aspects of judicial branch projects and disaster and emergency response planning services.

The Security Coordinator classification requires the consistent exercise of discretion and judgment to analyze and interpret information and make recommendations.

EXAMPLES OF ESSENTIAL DUTIES *(The duties listed are illustrative only and represent the core areas of responsibilities; specific position assignments will vary depending on business needs.)*

- Provides security related consultation for various Judicial Council and client projects including, but not limited to, new court construction, facilities modifications and enhancements, equipment review and evaluation, and related policies and procedures.
- Conducts security surveys, on-site evaluations of facilities, and threat assessments for Judicial Council facilities and court houses; evaluates security plans, procedures, and policies, and provides guidance and recommendations.
- Participates in disaster and emergency response planning; manages emergency response center operations, and coordinates emergency response with required internal and external contacts.
- Develops and provides security and emergency response training programs for trial courts.
- Drafts, evaluates, reviews, and makes recommendations concerning security aspects of master agreements with assigned facilities.
- Represents the Judicial Council to local courts.
- Creates, maintains, and updates records of security issues in required database.
- Inventories and maintains assigned equipment and resources.
- Provides orientation and guidance to new staff.
- Performs other duties of a similar nature and level as assigned.

EXAMPLES OF POSITION SPECIFIC RESPONSIBILITIES *(Illustrative Only)*

Responsibilities across incumbents in this classification are covered in the “Examples of Essential Duties” list. While incumbents assigned to this classification may access, maintain or use function-specific tools and/or perform specific security tasks aligned with one work unit, the general description of the work tasks involved in this class do not vary significantly and therefore no position specific duties are noted.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor’s degree, and two (2) years of emergency and building security planning, or critical infrastructure experience. *An additional four years of professional experience as noted above may substitute for the bachelor’s degree. Or, additional directly related experience and/or education may be substituted on a year-for-year basis.*

LICENSING AND CERTIFICATIONS

- Valid driver’s license, as assigned.

KNOWLEDGE OF

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances;
- Building security methods and security systems including, but not limited to, access control, CCTV, intrusion prevention, etc.;
- Security best practices for public building including Crime Prevention Through Environmental Design (CPTED) concepts and security integration practices;
- Emergency response protocols including, but not limited to, active shooter response, bomb-threat management, and disaster preparedness;
- First aid, CPR, AED, and other emergency life-saving techniques;
- Training techniques and methods;
- Safe work practices and methods;
- Customer service principles;
- Applicable work rules and policies; and
- Applicable business equipment and desktop applications.

SKILL IN

- Interpreting and applying applicable laws, codes, regulations, and standards;
- Identifying security limitations from surveys and threat assessments;
- Implementing disaster plans and emergency response protocols;
- Applying first aid, CPR, AED, and other emergency life-saving techniques;
- Teaching and training others in emergency response;
- Applying safe work practices;
- Providing customer service;
- Utilizing a computer, relevant software applications, and/or other equipment as assigned;
- Effectively communicating; and
- Maintaining effective working relationships with colleagues, customers, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS

The Judicial Council is an equal opportunity employer. The Judicial Council will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, walking, reaching, standing, grasping, pushing, pulling, lifting, fingering, kneeling, crouching, stooping, seeing, hearing, talking, and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents generally work in a typical office environment with adequate light and temperature. The Judicial Council will make all reasonable efforts to minimize the need for employees to travel by taking advantage of virtual conferencing tools as much as possible. However, positions in this class may require local and statewide travel as necessary.

Please Note: *The Judicial Council classifies work based on organizational need. The distinguishing characteristics, essential duties and minimum qualifications described in this specification relate to the body of work required and not to the attributes of an incumbent assigned to perform the work.*