



Unit Supervisor - Court Security

Details

Job ID : 239

Title : Unit Supervisor - Court Security

Job Code : 1223

Salary : \$3,149.00 (Monthly)

Grade : 12

Tenured : YES

Job Departments

- Administrative Services - Real Property

Purpose

RESPONSIBLE FOR COORDINATING AND SUPERVISING ALL DUTIES AND PROGRAMS ON A STATEWIDE BASIS WITH ELECTED OFFICIALS AND STAFF. THIS ENTAILS SEEING THAT ALL NECESSARY ADMINISTRATIVE FUNCTIONS ARE CARRIED OUT AND COMPLETED. IMPLEMENTS CENTRAL OFFICE DIRECTIVES AND ALSO INFORMS CENTRAL OFFICE OF LOCAL NEEDS AND PROBLEMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 5 Years of Related Experience

Job Required Knowledge

- EXPERIENCE WITH WINDOWS AND MICROSOFT OFFICE SUITE
- 5 YEARS OF RELATED EXPERIENCE MUST BE FULL TIME COURT SECURITY EXPERIENCE

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- EFFECTIVE COMMUNICATION SKILLS - WRITTEN AND ORAL

Job Preferred Knowledge

- SUPERVISORY EXPERIENCE

Job Duties

- OVERSEE MANAGEMENT, STAFF AND ASSIGNMENT OF COURT SECURITY INSPECTORS STATEWIDE
- ADVISE COURT OF JUSTICE OFFICIALS ON SECURITY
- COORDINATES WITH LOCAL LAW ENFORCEMENT AND ELECTED OFFICIALS ON HIGH SECURITY TRAILS, PUBLIC SAFETY AND ONGOING COMPLAINTS RELATED TO COURT FACILITY SECURITY
- WORK WITH AOC FACILITIES DURING THE PLANNING AND CONSTRUCTION OF NEW COURT FACILITIES
- OTHER DUTIES AS ASSIGNED
- MAY INCLUDE NIGHTS, WEEKENDS, AND HOLIDAYS
- STATEWIDE TRAVEL WITH OVERNIGHT REQUIREMENTS