

VERMONT JUDICIAL BRANCH
COURT SECURITY SPECIALIST

Court: Court Administrator's Office

Supervisor: Director of Administrative Services

Job Code: 97480J

Exempt/Non-exempt: Exempt

Pay Grade: 97

Union Eligible: N

PURPOSE:

The specialist will work with other agencies including the sheriff's departments, the department of corrections, social and rehabilitative services, law enforcement agencies, state's attorneys and the public defenders to provide a secure environment for the litigants and workers in Vermont's courthouses. This person will be responsible for planning and coordinating security and emergency management efforts within the Judicial Branch.

ESSENTIAL JOB FUNCTIONS:

- Visit and conduct security evaluations on all Judicial Branch facilities and identify modifications to facilities and security procedures which are needed to provide a more secure environment for litigants and court personnel.
- Work with court officials and sheriffs to implement necessary changes and will help local court officials in identifying potential security threats and emergencies and coordinating a response.
- Develop and carry out a training curriculum for security training of court officers and a training curriculum for emergency management;
- Develop job descriptions for court security positions
- Establish contract standards for court security contracts.
- May participate in the negotiation of contracts, supervise court security personnel and monitor performance of contracts and employees.
- Develop standard guidelines for security and emergency management procedures and assist court staff in updating or preparing security procedures for their facilities;
- Make recommendations regarding statewide court security needs for the operating budget and the capital construction budget during the annual budget cycle;
- Develop and arrange training programs designed to ensure that personnel protect themselves, litigants, witnesses, jurors and court records on a daily basis and during high-risk trials, bomb threats, natural disasters, medical emergencies and other unanticipated situations for judicial officers, managers and court staff within the Judiciary and for personnel providing security services and be responsible for the logistics of providing the training;
- Prepare manuals and brochures regarding security and emergency response procedures for court personnel and court security officers;
- Help in developing equipment specifications for the acquisition of specialized court security equipment and systems;
- Review building plans to insure adequate security is provided in new or renovated facilities;
- Testify at legislative and other committee hearings on issues relating to court security and emergency response procedures;
- Establish a specialized security team for high risk trials or other security threat situations;

- Recommend a standard court security services contract format and standardized position descriptions for court security personnel; and
- Be responsible for monitoring the court security and emergency management incident reporting system, investigating incidents, and taking action where appropriate.
- Must be able to establish and maintain effective working relationships.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

This job description provides the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

Education: High school diploma or equivalent.

Experience: Seven years of experience in law enforcement or security work. Two years of supervisory or management experience.

- Must have considerable knowledge of modern security and emergency response methods, procedures and equipment as they relate to court facilities and proceedings with emphasis on building security and the protection of users and workers within the facility and be able to implement security programs and emergency response in large public organizations.
- Must be able to develop, implement and teach training programs
- Must have working knowledge of the laws, rules and regulations relating to court security especially in electronic screening procedures, custody and detention of prisoners, and emergency management and ability to assume command in emergency situations or as directed on special assignments.

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Source: Recruitment Notice (1993)