

Florida State Courts System Class Specification

Class Title: Senior Court Security Officer

Class Code: 1510

[Pay Grade 22](#)

General Description

The essential function of the position within the organization is to plan, coordinate and schedule Court Security Officer duty assignments to ensure the physical safety of Supreme Court Justices, employees and guests of the Court. The position is also responsible for protection of Court property, training Court Security Officers in the operation of equipment and performance of their duties and to act as an intermediary between the engineering and security staffs and work to correct all identified building deficiencies and sub-system failures. The position works under limited supervision of the Marshal or Deputy Marshal.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Assists the Deputy Marshal with planning and implementation of the security budget, and planning and coordinating special events.

Conducts background checks and investigations, including operating the Driving and Vehicle Information Database.

Programs, configures and/or monitors the access control system, the fire safety system, the CCTV system and magnetometer system.

Trains court security officers in the operations of the Supreme Court computer operated security system, CCTV monitoring, metal detection equipment, and fire safety systems.

Provides orientation to Court Security Officers and employees on the card key access system.

Responsible for coordinating and scheduling events with building occupants to insure that security guidelines are enforced.

Insures that appropriate coordination is effected between engineering staff and security staff on all identified building deficiencies and subsystem failures.

Supervises Court Security Officers, which includes, scheduling shifts and assignments, administering performance management and conducting quarterly

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counseling and feedback sessions, and reporting rule or procedural violations and other incidents immediately after they occur, and applying discipline after consultation with the Marshal or Deputy Marshal of the Supreme Court.

Serves as the Emergency Preparedness Evacuation Coordinator, as a first responder, and is responsible for evacuating the building in an emergency.

Screens visitors to the Supreme Court building and monitors activity in the courthouse and on the grounds to safeguard against unauthorized entry, exit, vandalism, sabotage or terrorism.

Interacts with the public, fellow workers and other occupants of the building, providing information/directives and assistance as required.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plans to facilitate the identification and extraction of useful information.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency. Persuades or influences others in favor of a service, course of action, or point of view.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Has some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or equipment.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction, multiplication and division, and/or and calculate ratios, rates and percents.

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Communications Requirements:

Involves the ability to read, write, and speak.

Reads journals and manuals; composes routine reports and e-mails using proper format and grammar; speaks informally to groups of co-workers and subordinates, the general public, people in other organizations, and presents training.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Responsible for the actions of others, requiring development of procedures and constant decisions affecting subordinate workers, Court employees, or others in the general public; works in a somewhat fluid environment with rules and procedures but many variations from the routine.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as x-ray and metal detection systems, fire safety equipment, magnetometers, surveillance equipment and guns. Carries a firearm and must meet and maintain high standards which are measured by a State prescribed firearms qualification course.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

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Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

High school diploma or GED.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience, two years in a supervisory capacity.

An Associate's degree may substitute for the non-supervisory experience in at least two of the following security support areas required: intelligence operations, training management, security systems management, fire marshal.

Licenses, Training, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, training, certifications, or registrations required to enter the position.

Requires valid State of Florida Driver's License and Weapons Permit.

Additional Requirements

Must be at least 19 years of age, a citizen of the United States, and a high school graduate, or its "equivalent", and pass physical examination.

Must not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, domestic violence, or have received a dishonorable discharge from any of the Armed Forces of the United States.

Americans with Disabilities Requirements

Physical Demands:

Refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

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Unavoidable Hazards:

Refers to unusual conditions in the work environment that may cause illness or injury.

May be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, violence, disease/pathogens, traffic, explosives and radiation.

Sensory Requirements:

Refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

Requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception and texture perception.

Americans with Disabilities Act (ADA) Compliance

The Florida State Courts System is an Equal Opportunity Employer. ADA requires that adequate accommodations to qualified persons with disabilities are provided. Prospective and current employees are encouraged to discuss ADA accommodations with management.