SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY
JOB DESCRIPTION

TITLE: Court Security Manager
OCCUPATIONAL CATEGORY: Officials and Administrators
DIVISION: Superior Court
EFFECTIVE DATE: 06/12/2015
REVISED: 3/4/2026

CLASS CODE: J122
FLSA: Exempt
SALARY RANGE: 18
STATUS: Classified

JOB SUMMARY

Under general supervision, oversees, manages, administers, undertakes and performs a variety of tasks associated with the establishment, evaluation and updating of the comprehensive Mohave County court system's overall safety and security program and the day-to-day monitoring of court security functions and staff activities. All court security officers must complete the training and perform the duties required by ACJA § 5-302, 303, 304, 305 and 306.

REPORTS TO:

Superior Court Administrator.

SUPERVISION EXERCISED

Directs and evaluates the work of Court Security staff and bailiffs.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Provides a visible safety and security presence throughout the court facility; staffs access screening site; screens visitors and others having business at the courthouse or other court-related location; assists and responds to questions regarding screening practices, protocols and procedures; conducts overall and/or extensive hand searches, personal property searches and other safety/security checks.
- Patrols the exterior perimeter and interior of courthouse to ensure security at all buildings.
- Responds to medical emergencies and renders first aid and CPR as a first responder.
- Provides security and escort to sentenced and high-profile inmates; removes disruptive or violent persons from the facility; as required, detains individuals until law enforcement support personnel arrive.
- Oversees and manages court security staff, bailiffs and contracted security staff and personnel; provides training and direction as needed; as required, interviews prospective employees; recommends hiring; identifies and implements new employee and on-going staff training programs; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and process. Coordinates bailiff scheduling and training.
- Identifies staffing, equipment, facilities and related needs; provides input during budget development; reviews and approves purchases and procurement.
- Identifies, reviews, assesses, oversees and modifies and/or approves modifications of security policies and procedures; identifies and establishes protocols and processes; recommends and implements changes to existing policies and procedures.
- Drafts, composes, reviews, edits and/or revises a variety of written documents, summaries and reports; updates and maintains a variety of statistical and related files and records; prepares and presents written and oral reports for internal and external audiences.
- Prepares and implements evacuation drills for Superior Court and satellite court locations.
- Performs other functions as assigned.

SECONDARY JOB FUNCTIONS

- Coordinates with other court divisions on related projects, such as office moves, or for special events as necessary.
- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- the principles and practices of law enforcement, methods and techniques for providing safety and security, and the provisions of providing emergency services.
- safe and lawful handling and use of firearms and defensive weapons.
- defensive tactics and application of non-lethal weapons for controlling volatile situations.
- Mohave County and specific court-related policies and procedures.
- jury trial procedures and jury management.
- the principles of management and supervision.
- court processes, procedures and legal terminology.
- trends and practices in safety and security.

Skill in:

- reading, understanding, interpreting and applying relevant county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- making good observations, recalling facts, and maintaining a security awareness of the courthouse facilities.
- assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- working within deadlines to complete projects and assignments.
- assessing, analyzing, identifying and recommending solutions to problems.
- establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, jurors, general public and others having business with the courts of Mohave County.
- operating a personal computer utilizing a variety of commonly used and specialized software applications.
- communicating and maintaining professionalism with the public, co-workers, and work contacts.
- assessing judicial needs and prioritizing bailiff coverage.
- crisis management techniques.
- Identifying and effectively diffusing potential threats.
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Ability to:

- evaluate and respond to security problems in a swift, effective manner, and with appropriate actions.
- perform the essential functions of the job specifications with or without a reasonable accommodation.
- comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, law enforcement agencies other county departments, and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Must be able to sit or stand for prolonged periods of time; have vision acuity (near and far) for security observation; color vision for security functions; hearing and speech for ordinary conversation and security functions; touch/finger dexterity for searching bags, etc.
- Performs work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds and bend, reach, kneel, crouch, crawl and stoop when necessary.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A high school diploma or GED **AND** five (5) years of relevant, progressively responsible law enforcement, criminal justice, military, security or closely related experience that includes one (1) year of management and/or supervision **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Minimum age of twenty-one (21) years. Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, (MVD) driving records check, psychological evaluation and submit to and pass a pre-employment drug/alcohol screen. Must successfully complete the Court Security Officer Training Academy as soon as practical, but no later than 90 days from the date of employment (see ACJA §5-304(E)). Must successfully complete 90 calendar days of on-post service (see ACJA § 5-304 (F)). Must attend and pass Firearms Academy and maintain 8-hours annual "shoot" requirement for recertification (see ACJA § 5-306 (F)).

SPECIAL JOB REQUIREMENT

- Must obtain first-aid and cardio-pulmonary resuscitation (CPR) certification within the first six months of employment and maintain certifications while employed in this position.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- This is a safety sensitive position.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.