

Market Range Detail - Security Officer Supervisor

Effective Date

October 28, 2013

Market Range Title Description

POSITION OVERVIEW

The purpose of this position is to perform various duties to ensure the security and public safety of judicial officers, court employees, visitors, public, and properties. Supervisors oversee daily shift activities of the Security Officers.

DISTINGUISHING CHARACTERISTICS

This position is the second in a three-part Security Officer series that includes Security Officer and Security Officer Manager. Incumbents in this classification have supervisory responsibilities over Security Officers and typically report to a Security Officer Manager.

ESSENTIAL JOB TASKS

(This is not an all-inclusive list of all job duties that may be required; employees will be required to perform other related duties as assigned. List in order of importance.)

- Observes, evaluates and communicates with subordinates regarding their performance.
- Monitors daily shift assignments, duty functions of Security Officers and maintains proper scheduling needs of the Division. May be required to fill in vacant shifts until other security staff members are contacted and available to respond.
- Provides information and documentation to management on shift activity and special issues.
- Inspects buildings and grounds including off-site locations to observe and secure facilities against fire and other situations of potential loss.
- Admits and releases authorized persons, removes unauthorized persons and provides access control for approved personnel.
- Investigates and documents disturbances and incidents, takes charge which may involve the use of physical restraints to maintain order, safety and to protect property.
- Cooperates with in-house staff and external law enforcement agencies while conducting investigations.
- Provides escorts as requested to facilities and parking lots.
- Carries out special assignments relating to executive protection of judicial officers, work place violence issues, and requests to protect owned equipment and property.
- Responds to and provides appropriate emergency medical care to include First Aid and, CPR/AED in response to medical emergencies.
- Responds to security incidents, tactical situations and emergencies.
- Implements successful command and control of situations through the use of defensive tactics, techniques, skills, and defensive weapons to achieve the effective de-escalation and control of situations as required, as well as ensuring the effective implementation of incident command systems and emergency procedures.
- Carries and uses AZ POST standards firearms, chemical agents, restraints, batons and other non-lethal defensive weapons when necessary.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$15.37	\$18.72	\$22.06

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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Likely Minimum Qualifications

- High School Diploma or GED and three (3) years of public safety, security, law enforcement, or intensive public customer service experience of which two (2) years must be in a lead or supervisory capacity. An equivalent combination of education and work related experience, substituted for a year for year basis.
- Obtain certification as a First Responder, Basic Life Safety, and CPR provider within six months of employment or appointment. Obtain certification in defensive weapons tactics within six months of employment or appointment. Possess and maintain a valid Arizona driver's license.

Working Titles

- Security Officer Supervisor
- Sergeant

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