

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

SECURITY & EMERGENCY PREPAREDNESS COORDINATOR

CLASS CODE: 99-51-42

POSITION PURPOSE

Develops and manages a comprehensive security and emergency preparedness program for the Unified Judicial System and its employees and provides the UJS with expertise relating to facility and personal security by working with community stakeholders such as county commissioners and sheriffs to develop plans and engage stakeholders to enhance the security of court facilities and personnel.

DISTINGUISHING FEATURES

This position works under the direction of the Deputy State Court Administrator in the development and management of this program.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list inclusive.

1. Provides statewide security collaboration and coordination to ensure court security and emergency preparedness for the UJS.
 - a. Establishes and maintains liaison activity between the court system and local, state, and federal law enforcement and community stakeholders concerning court security.
 - b. Interfaces with the executive and legislative branch on matters related to court security and emergency preparedness.
 - c. Serves as the primary UJS administrative point of contact for security related issues and questions.
 - d. Works with the UJS statewide security committee to address security related issues and assess progress.
 - e. Works with the UJS statewide security committee to assess the security grant program and identify other funding opportunities.
2. Provides courthouse security collaboration and coordination to ensure court security and emergency preparedness for courthouses.
 - a. Collaborates with community stakeholders and courthouse tenants on matters related to court security and emergency response planning.
 - b. Works with local security committees to address security related issues and assess progress.

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- c. Serves as a point of contact for security related issues and questions for local court staff.
 - d. Identifies grants and other funding opportunities for counties to utilize to improve courthouse security.
3. Performs statewide security planning to ensure security and emergency preparedness and planning for the UJS.
- a. Revises/refines the model security plan template to assist local courts in implementing recommended court security standards.
 - b. Prepares and maintains a model security and emergency preparedness manual and related materials for UJS employees.
 - c. Prepares a model continuity of operations (COOP) plan template for local courts statewide.
 - d. Develops and maintains a standard incident reporting form to collect information related to courthouse security threats or incidents.
 - e. Identifies long-range and short-term goals related to courthouse and judicial personnel security.
 - f. Reviews existing state and federal legislation as it relates to court security and emergency preparedness issues and identifies issues that warrant implementation or further consideration on the part of the UJS.
4. Assists with local security planning to ensure adequate security and emergency preparedness for courthouses.
- a. Assists community stakeholders in conducting security assessments as needed.
 - b. Coordinates and works directly with community stakeholders to assess security for each courthouse and works to develop plans to mitigate threats in each courthouse.
 - c. Coordinates and works directly with local court security committees and community stakeholders to develop security plans and supports the enhancement of security at courthouses reflecting recommended UJS security standards.
 - d. Coordinates and works directly with local court security committees and community stakeholders to develop security manuals describing security and emergency response policies and procedures.
 - e. Assists and works directly with local court security committees and community stakeholders in developing courthouse continuity of operations (COOP) plans to plan for events such as pandemics, natural disasters, cyber-attacks, and civil disturbances.
5. Develops and delivers or coordinates security training programs for judicial officers and UJS employees, including training at judicial conferences and for new judges.
- a. Oversees the development of training programs for all new UJS staff and develops long-term plans for refresher training related to courthouse and personal security for UJS employee groups.
 - b. Collaborates on training related to courthouse security and emergency response with state and local law enforcement.

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6. Maintains the UJS Supreme Court, State Court Administrator, and Circuit office continuity of operations (COOP) plans to ensure that essential judicial functions can continue during emergencies, disruptions, and significant operational challenges.
 - a. Reviews, updates, and distributes the Supreme Court and State Court Administrator COOP plans annually.
 - b. Updates the SC/SCAO essential functions, leadership alignment, and lines of succession.
 - c. Refreshes SC/SCAO and circuit contact lists, emergency contact information, essential personnel rosters, and partner and stakeholder information.
 - d. Arranges SC/SCAO tabletop and drill exercises to test COOP plans and evaluates outcomes to implement corrective actions.
 - e. Ensures SC/SCAO new employees receive COOP orientation during onboarding.
 - f. Ensure Circuit staff are reviewing and updating COOP plans annually.
 - g. Works with IT to ensure COOP plans are stored electronically and via means that are retrievable in the event electronic systems are unavailable.
7. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not supervisor staff.

ESSENTIAL FUNCTIONS REQUIRE

In-state and out-of-state travel for meetings and training; sitting for extended periods of time; attendance in accordance with rules and policies; attending various meetings throughout courthouses; and operating office machines such as a computer, telephone, copier, etc. The incumbent is also required to work effectively with coworkers, stakeholders, and the public; make immediate decisions; react appropriately to changing circumstances and respond professionally and accurately; prepare for and speak publicly; exhibit complex reasoning; manage stress appropriately; meet deadlines; demonstrate motivation and initiative; and communicate (verbally and in writing) complex ideas, concepts, rules, policies, and procedures.

PROBLEMS AND CHALLENGES

Challenges include keeping abreast of court security protocols and best practices, ensuring up to date security and emergency preparedness materials and training, making sound and fiscally responsible security recommendations, and working with multiple stakeholders with various points of view and sometimes conflicting agendas.

DECISION-MAKING AUTHORITY

Decisions made by the incumbent include security protocol, emergency best practices, recommending new security initiatives to pursue and implement, and recommending statewide training programs.

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Decisions referred include final authorization of statewide and courthouse security and emergency preparedness policies and procedures.

CONTACT WITH OTHERS and PURPOSE

Frequent contact with UJS personnel statewide, local, state and federal law enforcement, county commissioners and county officials having interest in or responsibility for the security of a county courthouse.

WORKING CONDITIONS

Extensive travel in the state will be required, and occasional out-of-state travel for training.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities

Knowledge of:

- the administrative and judicial functions of the court system;
- COOP planning and procedures;
- court security protocols or emergency preparedness and best practices.

Ability to:

- communicate effectively both orally and in writing;
- develop plans and written materials related to courthouse security;
- maintain cooperative and collaborative working relationships;
- work independently and creatively to develop long range and short term goals;
- identify alternative solutions to complex problems;
- explain rules, policies and procedures to varying audiences.

Education

Bachelor's degree in public administration, criminal justice, or a related field.

Experience

Five (5) years of experience in public administration, the law, court security or law enforcement including experience involving court security or emergency preparedness; or an equivalent combination of related education and experience.