

**Alaska Court System
Class Specification**

DIRECTOR OF COURT SECURITY

Range: 23

EEO4: 02

SOC: 11-9021

Class Code: C3315

Definition:

Under general direction of the Administrative Director, the Director of Court Security is responsible for the day-to-day management and operations of the Alaska Court System's security and emergency preparedness functions. It also has responsibility for developing strategic planning objectives and addressing frequent changes and complexities of the court's large geographic presence and multiple locations. The incumbent will conduct threat assessments, direct and guide security investigations, perform research, prepare written reports, and be the public face of judicial branch security to other law enforcement agencies. This position will also guide efforts to make better use of technology and tools to meet the safety and security needs of the judiciary.

Distinguishing Characteristics:

The Director of Court Security is responsible for the implementation and ongoing administration of the court's security programs. The incumbent serves as an expert and principal staff advisor to the Chief Justice, Administrative Director, judges, and senior staff on all security matters including protective services. The position also provides leadership for the Court's emergency management and health and safety programs. The incumbent performs independent decision making on behalf of the Court System with various state, city, or borough officials.

The incumbent is engaged in full-time management and oversight of all phases of the security function and works independently within the limits of delegated authority.

Examples of Duties:

Oversee and administer statewide court security operations and evaluate and analyze department issues.

Recommend and implement solutions and strategies to ensure the safety of employees, facilities, and the public.

Conduct threat and security assessments; compile and analyze statistical data and write reports to inform and make recommendations to court administration.

Develop, implement, and test emergency procedures and evacuation plans for all Court System facilities.

Identify areas to implement new policies and procedures and coordinate implementation with various courts and other state agencies.

Build and maintain effective partnerships with judicial officers, local city officials, and local law enforcement.

Review and evaluate organizational policies, practices, structure, functions, programs, resources, relationships between various courts, law enforcement and state and city government, and management and program performance.

May provide personal security to judicial officers as needed.

Design and present security-related training for security staff and other court system stakeholders.

Travel to various courthouse facilities throughout Alaska as required.

Develop policies and procedures for the implementation and ongoing management and administration of courthouse security programs.

Prepare reports, schedules, forms, and other documents and information based upon research and evaluation of issues and problems as may be requested by the Administrative Director. Maintain financial and administrative records associated with courthouse security.

Research and maintain updated information and pricing on security equipment and staffing positions related to courthouse security.

Recommend policies, goals, and strategies based on analyses of revenues and expenditures; review and evaluate requests and make recommendations.

Responsible for the recruitment and selection of contractors and/or organizational partners.

Attend meetings and trainings as required.

Provide service calmly and objectively and take responsibility for solving problems encountered.

Knowledge, Skills, Abilities:

The Director of Court Security requires knowledge of:

- Principles, practices, and trends in public administration, leadership, and management.
- Overall responsibilities of emergency management in relation to federal, state, and local jurisdictions.
- Current emergency management practices, techniques and equipment.
- Court administrative orders, policies and procedures; applicable federal rules and regulations.
- State and local codes, regulations, and security standards.

- Procedural manuals, training materials, and operating practices.
- Current developments in security and emergency preparedness.

The Director of Court Security requires skill in order to:

- Plan, organize, direct, and control complex security services and issues.
- Establish and maintain cooperative working relationships with public safety and law enforcement agencies, and other participants in the criminal justice system.
- Develop and implement long-range fiscal and operational plans.
- Exercise judgment within general policy guidelines.

The Director of Court Security requires the ability to:

- Analyze complex security or operational data and evaluate facts to make management decisions.
- Set goals, monitor progress, and adjust resources to accomplish timelines and objectives.
- Prepare clear and concise records, reports, correspondence, and other written materials.
- Develop and maintain effective working relationships with contractors and consultants.
- Demonstrate high productivity and attention to detail.
- Demonstrate excellent customer service attitude and skills.

Minimum Qualifications:

A bachelor's degree from an accredited college in Business Administration, Public Administration, Emergency Management, or a closely related field AND three years of professional level experience in emergency services, public safety, or emergency management.

Substitution:

Four years of professional level experience in security administration and emergency management will substitute for the required bachelor's degree.

Note:

This position is in the partially-exempt service; an incumbent serves "at-will" to the hiring authority.

11/20 – Original

09/24 – Revised