JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: **SECURITY COORDINATOR – EXECUTIVE PROTECTION**

JOB REQUISITION: **3309**

LOCATION: **SAN FRANCISCO, CA**

OVERVIEW
The Administrative Office of the Courts (AOC) is accepting applications for a Security Coordinator specializing in executive protection, to be assigned to the Emergency Response and Security Unit (ERS) located in our San Francisco office.

This position primarily plans, organizes, and implements executive security services for the Administrative Office of the Courts and other judicial branch agencies. This position also assists in recommending security measures and coordinating security programs and responses to threats to the courts, justices, and staff; and providing technical assistance to the trial courts on security-related issues.

DEPARTMENT STATEMENT
Under the direction of the Executive Office, the ERS Unit is committed to ensuring the safety of all employees, court personnel, and public through a comprehensive emergency planning and security program that seeks to provide the highest level of protection for individuals, facilities, and property of the AOC and all California courts.

The ERS Unit provides the AOC and all court facilities with a comprehensive emergency plan and provides ongoing support to ensure constant preparedness for any emergency.

In addition to emergency preparedness, the ERS Unit provides the AOC and all court facilities with continuous security support to include security assessments, detailed reports that provide recommendations for improved practices, investigating threats made against judges and other judicial officers, coordinating security standards with local sheriff and other security departments, and serving as a resource for ongoing security issues and concerns.

RESPONSIBILITIES
- Drive executive team members, collects and delivers personnel as required;
- Respond to security and medical emergencies, travel statewide approximately 60% of the time, and work early morning, evening and weekend hours as necessary;
- Make arrangements for necessary security for special events and meetings, judicial officers, and judicial branch staff;
- Coordinate response to emergencies for the AOC and support court and or AOC personnel as required;
- Assists with internal investigations as required under the direction of the ERS Manager or Senior Manager;
- Assist in coordinating evaluations of judicial branch security needs;
- Implement statewide security programs for the judicial branch;
- Assist in developing security plans, crime prevention programs, and other necessary emergency response measures for judicial branch agencies;
- Recommend and coordinate security responses to threats to judicial branch staff, judicial officers, and the courts;
- Conduct training of security staff;
- Conduct a variety of studies and prepare reports as assigned;
- Act as liaison on security matters between the judicial branch and the California Highway Patrol (CHP), the Department of General Services, the Department of Justice, and local law enforcement agencies as assigned; and
- Perform first aid and CPR as necessary.

QUALIFICATIONS
Equivalent to possession of a bachelor's degree, preferably in administration of justice, and three years of supervisory law enforcement or emergency services experience. Additional directly related experience may be substituted for the education on a year-for-year basis.

In addition to the above minimum qualifications, the ideal candidate will possess the following desirable qualifications and characteristics:

- **Preferably POST-certified;**
- **Extremely decorous and dedicated;**
- **Capable of adapting to last minute changes in schedule.**

Note: Overnight travel will be minimal; however, daily work will include extensive regional travel (for example, from San Francisco to Sacramento and back).

Demonstrated experience or expertise in:
- Physical and personal security principles;
- Defensive driving techniques.

Knowledge of:
- Principles, practices, and techniques of law enforcement;
- Security methods and procedures;
- Investigative procedures and methods;
- Applicable laws, rules, and regulations;
- Court operations and procedures;
- First aid, CPR, and Automated External Defibrillators (AED);
- Firearm use, safety protocols, and use of force guidelines;
- Operation of personal computers and the use of specified computer applications, such as word processing;
- Principles and techniques of preparing effective oral presentations; and
- Principles and techniques of preparing a variety of effective written materials.

Ability to:
- Evaluate and coordinate executive protection security needs;
- Accurately and quickly analyze a situation and determine an effective course of action;
- React calmly and maintain control under pressure;
- Work cooperatively with those contacted in the course of work;
- Use tact and discretion in dealing with those contacted in the course of the work;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Coordinate the implementation of security plans;
- Assist with investigations;
- Train security staff in policies or procedures related to work;
- Administer first aid and CPR;
- Organize own work, set priorities, and meet critical deadlines;
- Operate personal computers and specified computer applications, such as word processing;
- Communicate effectively in English, orally and in writing.

Licenses and Certificates:
California driving license.

*Please note: If you are selected for hire, the Administrative Office of the Courts will require verification of employment eligibility or authorization to legally work in the United States.

HOW TO APPLY
To ensure consideration of your application for the earliest round of interviews, please apply by July 14, 2008, however this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers and search for Job Req-3309, Security Coordinator – Executive Protection. This

position requires the submission of our official application and response to the attached supplemental questionnaire.

OR
To obtain a printed application, please download a copy from the Careers page on our website under the Special Access and Application Help section OR visit:

California Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3660
415-865-4272 Telecommunications Device for the Deaf

PAY AND BENEFITS:
Salary Range: $5,698 - $6,925 per month
(Starting salary may vary between $5,698 and $6,268 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- $115 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts is an Equal Opportunity Employer

SUPPLEMENTAL QUESTIONNAIRE
FOR
SECURITY COORDINATOR – Executive Protection
(Req. #3309)

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications as they relate to the position.

1. Describe your experience providing executive protection/driving duties.

2. Most of us, while driving, have been irritated by another driver, or may have unintentionally caused another driver to become irritated with us. Assume that you are driving on the freeway with your protectee and become the focus of an angry, aggressive driver, exhibiting "road rage" like behavior toward you. How would you handle this situation?