



**THURSTON COUNTY**  
**invites applications for the position of:**

## **Court Security Supervisor**

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**SALARY:** \$4,211.00 - \$5,600.00 Monthly

**OPENING DATE:** 03/04/22

**CLOSING DATE:** 03/18/22 11:59 PM

### **SUMMARY OF DUTIES:**

**Please note** - Based on the [Washington State Supreme Court Order 25700-B-669](#) and policy adopted by the Superior Court Board of Judges on September 7, 2021, this position will be required to be fully vaccinated as a condition of employment. For more information, please contact the recruitment contact listed below.

Thurston County Superior Court is looking for a responsible and professional individual to join our department as the **Court Security Supervisor**. Under the general direction of Superior Court, the Court Security Supervisor oversees the coordination of the day-to-day operations for the protection and security of the Thurston County Courts. Makes arrests, and probable cause arrests without a warrant. Develops and implements security measures and methods to ensure a safe environment for the Thurston County Courts and respective facilities. Defines and maintains strategic security plans and programs in the event of a security breach or emergency situations. Tracks and monitors security records and makes recommendations for improvements based on findings. Investigates security breaches and develops procedures to address and resolve. Prepares, monitors, and manages Security Unit's budget incorporating cost-conscious methods in managing expenditures.

#### **Other specific responsibilities would include:**

- Plans, organizes and supervises the work of security personnel and on-call staff. Recommends selection of staff, orientation, training, performance evaluations, counseling, and recommends disciplinary action, and may perform any or all of the duties of subordinates in support of the facilities security operations.
- Supervises the security, scheduling, program coordination, collection and analysis of security data, and reviews and maintains security records.
- Develops policies and procedures that reduce security risk and ensure public safety while visiting the courthouse facilities. Coordinates security unit's response to emergencies and disasters. Identifies measures and manages contingencies.

#### **WORKING CONDITIONS**

Court Security Supervisor duties are performed in a courthouse setting and involves sitting and standing near the building entrance for much of the workday. Danger of physical harm may be present in dealing with hostile or aggressive individuals or while escorting people in the Courthouse complex and parking area. Lifting of equipment, files or exhibits weighing up to 50 lbs. is required. May be required to stand for periods of up to several hours.

**QUALIFICATIONS:**

- High School Diploma or GED
- Must have college level courses or work experience in supervision or management, and at least five (5) years of experience in law enforcement or corrections, including experience with security measures and devices. Must have at least two (2) years direct supervisory experience.
- Qualified law enforcement or correctional experience that includes a firearms program with a use of force component can be considered if it meets Washington State Criminal Justice Commission Training requirements.
- Must be a graduate from a Washington State Basic or Reserve Law Enforcement Academy, Correctional Academy, or equivalent training from a certified law enforcement program.
- Must meet standards and obtain a Special Commission from the Thurston County Sheriff's Office at time of hire. Must pass a background investigation which may include but is not limited to employment history, criminal history, psychological, and/or polygraph examinations.
- Provide their own weapon which meets Thurston County Sheriff's Office standards. Must be able to qualify in the use of a short firearm, with requirement to successfully re-qualify with the Thurston County Sheriff's Office annually.
- Must have a valid Washington State Driver's License.
- Upon hire must maintain a valid First Aid Card, including CPR, with certification in the use of an Automatic External Defibrillator (AED).

**DESIRED SKILLS:**

Knowledge of Washington State court procedures and functions.

Specialized training and experience with security screening equipment: X-Ray Machines, Magnetometers, Hand- Held Metal Detectors.

Experience with computer operating systems: Microsoft Office: Excel, PowerPoint, Word, Outlook and Access

Experience in creating training programs and writing workplace policies.

Experience supervising, leading, evaluating, motivating, training, and mentoring employees.

**OTHER POSITION RELATED INFORMATION:**

**Contact Person for this Opportunity: Russell Fitts, Court Security Supervisor,  
360-786-5573**

**This position is:**

- Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)

**Items required for consideration:**

- Application
- Letter of Interest
- Resume
- Supplemental Questions

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/thurstonwa>

Position #06R00185  
COURT SECURITY SUPERVISOR  
GC

Thurston County  
2000 Lakeridge Drive SW  
Olympia, WA 98502  
(360) 786-5498

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**Court Security Supervisor Supplemental Questionnaire**

- \* 1. Have you ever been convicted of a crime?  
☐ Yes   ☐ No
  
- \* 2. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.  
☐ Yes   ☐ No
  
- \* 3. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?  
☐ Yes   ☐ No
  
- \* 4. Do you have any civil adjudicative proceedings or criminal charges pending?  
☐ Yes   ☐ No
  
- \* 5. If you answered YES to any of the questions above, please explain below. If you answered NO to ALL of the questions above, please type N/A
  
- 6. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.

☐ YES

☐ NO

\* Required Question