



Position Available
Security Director
Michigan Court of Appeals
Salary Range \$62,431.20 - \$81,807.84

The Michigan Court of Appeals is currently seeking qualified applicants for the position of Security Director. The position reports directly to the Chief Judge. Primary responsibilities include:

- Manage and coordinate armed security officers and oversee the scheduling, budget, and performance involved with these officers in all four districts. Serve as a member of the executive committee to provide budget and personnel recommendations.
- Oversee security systems and supervise adherence to Michigan Ionizing Radiation Rules governing the use of x-ray radiation security devices. Inspect currently occupied buildings for potential security enhancement.
- Develop, implement, and maintain written operational procedures for activities such as fire prevention, dealing with suspicious packages, bomb threats, hostage situations, facility failures, guarding and patrolling physical property, orienting and monitoring personnel involved with courtroom security, and investigation of accidents, claims of harassment, and criminal acts.
- Confer with representatives of local government to ensure cooperation and coordination of Court security activities with law enforcement and fire fighting agencies. Maintain close liaison relationship with state and federal law enforcement officials in the four districts where the Court maintains offices.
- Coordinate all investigation of security threats to judges and court staff. Determine level of dissemination of appropriate security warnings to COA employees.
- Manage the security incident reporting process. Monitor all COA dockets identified as potentially threatening. Conduct investigations and refer to the appropriate law enforcement agencies when necessary.
- Perform background investigations for prospective COA employees, appointees, volunteers, and contractors. Provide new employee orientation regarding security policies and emergency procedures.
- Maintain liaison relationship with DMB Parking Services for access cards and employee parking issues. Maintain and oversee access cards database for all four districts.
- Oversee contractors and vendors that provide repair or emergency services to the district offices.
- Perform advance security analysis and preparation for off-site judicial meetings and appearances and coordinate security during these events. Maintain 24 hour on-call duty status in order to respond to immediate safety needs of members of the Court.

EDUCATION AND EXPERIENCE: Associates degree or equivalent with course in criminal justice, or a related field. Minimum of five years of law enforcement or security related experience required.

WORK LOCATION: Hall of Justice, Lansing, MI

TO APPLY: Please send your cover letter, and resume to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letters and resumes may be mailed to: Judicial Human Resources, Attn: Security Director, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: February 10, 2014
AN EQUAL OPPORTUNITY EMPLOYER