

**CLASS TITLE: SECURITY SUPERVISOR (ADMINISTRATIVE
ADJUDICATION DIVISION)**

**Class Code: 02186500
Pay Grade: 23A
EO Code: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, direct, coordinate and supervise the security operations within the Administrative Adjudication Division; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude allowed in arranging details of work; work is reviewed for results obtained.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, direct, coordinate and supervise the security operations within the Administrative Adjudication Division.

To plan work schedules and duty assignments for the staff.

To draft and implement policies, rules and regulations for the staff.

To be responsible for insuring that all monies collected from fines are safeguarded and properly deposited at the close of each hearing session.

To be responsible for maintaining order and decorum in the hearing room.

To review the security system and recommend changes as necessary.

To insure that the unit's work is coordinated with other law enforcement agencies.

To be responsible for the compiling and maintaining of accurate records and reports.

To enforce all security rules and regulations of the Division.

To be responsible for the training of personnel in procedures to be utilized.

To be responsible for acquiring and maintaining the supplies necessary for security operations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of law enforcement operations, procedures and activities; a working knowledge of divisional operations and procedures; a working knowledge of law enforcement problems and methods and legal provisions and limitations of such work; a working knowledge of security systems and procedures; the ability to plan and supervise the work of a subordinate staff; the ability to prepare clear and concise reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: extensive employment in a supervisory and administrative capacity in a law enforcement agency such as a state, city or town police force.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 14, 1980

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