

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Court Deputy Supervisor**

<b>BAND:</b> C	<b>GRADE:</b> 4	<b>SUBGRADE:</b> 2	<b>CLASS CODE:</b> J23-4742
<b>DEPARTMENT:</b> Security	<b>ACCOUNTABLE TO:</b> Sheriff's Office	<b>JOB FAMILY:</b> Law Enforcement	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> Incumbent is responsible for supervision of security staff and activities; developing and implementing operating policies and procedures; and conducting facility and safety audits and inspections.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Security Supervisor classification is the second level of a two level security classification series. The Security Supervisor classification is distinguished from the Security Officer classification by responsibility for supervision and development of operational policies and procedures.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>BAND/ GRADE</b>
1.	Supervises and coordinates activities of security staff which includes: scheduling, assigning, reviewing and evaluating the work of Security Officers		B2
2.	Recruits and trains staff; conducts staff meetings; and provides direction and instruction to Security Officers.		B2
3.	Conducts facility security audits and courtroom inspections.		B2
4.	Develops written operational and daily activity policies and procedures.		B2
5.	Determines when a threat to County employees exists. Controls, detains and arrests individuals using the appropriate amount of force necessary to diffuse volatile or potentially volatile situations.		B2
6.	Provides security information, consultation and training to officials and employees.		B2
7.	Provides research, reports and recommendations to the Director regarding security plans and their implementation.		B2
8.	Performs other duties as required.		
<b>Knowledge of:</b> (position requirements at entry): Knowledge of: <ul style="list-style-type: none"> <li>• Theories, practices and principles of supervision;</li> <li>• Basic report writing methods;</li> <li>• Justice system and court practices and procedures;</li> <li>• Defense and personal safety tactics;</li> <li>• State and local laws pertaining to law enforcement and facility security; and</li> <li>• Customer service techniques.</li> </ul>			

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### **Skills** (position requirements at entry):

Skill in:

- Using computers and related software applications and operating basic office equipment;
- Using security equipment such as firearms, batons, metal detectors, radios, handcuffs, defense spray, flashlights and cell phones;
- Supervising, training and evaluating employees;
- Conducting meetings, public speaking, facility security audits and inspections;
- Completing reports;
- Recognizing and evaluating security risks;
- Providing information to and interacting with County officials and employees;
- Using and determining appropriate levels of force in detaining and arresting individuals and defusing volatile situations;
- Working in a team and coordinating with other agencies and County departments;
- Developing procedural recommendations;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to give and receive work direction.

### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and six years law enforcement, corrections or security officer experience including one year of supervisory or experience training others; or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

### **Licensing Requirements** (position requirements at entry):

- Valid WA State driver's license and proof of insurance, if requested.
- Provide evidence of U.S. citizenship (e.g. birth certificate);
- Basic Law Enforcement Academy Certification Training from the Washington State Criminal Justice Training Center

### **Position Requirements:**

- Provide evidence of high school diploma or GED certificate;
- Successful completion and determined suitable for the position based on the results of a background investigation, polygraph examination, and a psychological examination.

### **Working Conditions:** Position may have the potential exposure to the following:

Environment: Exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Medium Work: Exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### **Classification History:**

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Date: 5/98

New Class: 1/99

Revised: 02/09

Revised: 08/21

Revised: 12/22