



# Administrative Office of the Courts

## Job Description

<b>Job Title</b>	Director of Security and Emergency Preparedness	<b>Grade</b>	LES09
<b>Division</b>	AOC Finance and Administration	<b>Date</b>	January 9, 2026

### POSITION SUMMARY

The Director of Security and Emergency Preparedness administers the Security and Emergency Preparedness Program. The position reports directly to the Finance and Administration Director of the Administrative Office of the Courts.

### JOB DUTIES

- Assist the Supreme Court Committee on Security and Emergency Preparedness in providing security and planning for state and local court facilities.
- Assist in continued development and implementation of training programs for court security officers.
- Administer grant programs for counties to receive funds for security and emergency preparedness.
- Develop, implement, maintain, and review local and state court security and emergency preparedness plans.
- Assist courts in addressing security and emergency preparedness deficiencies and making improvements.
- Develop and present security training for stakeholders throughout the Judiciary.
- Serve as the point of contact on security and emergency preparedness issues for the Judicial Branch.

### QUALIFICATIONS

- **Education**
  - High School Diploma.
  - Arkansas Law Enforcement Certification.
- **Experience**
  - Minimum of five years of law enforcement experience required.
  - Experience with fulfilling administrative duties preferred.
  - Experience in grants preferred.
  - Experience in providing training preferred.
- **Knowledge, Skills, Abilities**
  - Knowledge of the Arkansas court system.
  - Skilled at using Microsoft Office programs.
  - Skilled at managing multiple projects simultaneously.
  - Ability to establish and maintain relationships with judicial officials and law enforcement.
  - Ability to travel overnight.
  - Ability to lift up to 20 pounds.
  - Ability to communicate clearly and speak publicly.