

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6245
Job Title: Security Specialist Operator
Salary Grade: 22
Bureau: Office of the President
Department: Homeland Security and Emergency Management
Dept. Budget No. 265
Position I.D. 1400735
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the DHSEM Executive Director, Deputy Director of Operations and the Chief of Executive Protection, the Security Specialist Coordinator provides physical protection for the Cook County Board President. Serves as a member of an Advance Team that plans and may assist in determining the security strategy and policy for protective operations. Coordinates protective operations with the Security Specialist Coordinator for the County Board President. Conducts site surveys to assess factors affecting the protective environment of sites to be visited. Drives the lead vehicle, the County Board President's vehicle, any follow-up vehicle and follows all local and state laws in the operation of any motor vehicle. Ensures the County Board President is able to carry out the duties of his/her office safely and securely. Provides security coverage, as required, at the Cook County Board President's private residence. Performs other duties as assigned.

Key Responsibilities and Duties

Acts as a protective detail to an assigned Cook County Board President to ensure his/her physical safety at all times.

Serves as a member of an Advance Team that plans and may assist in determining the security strategy and policy for protective operations.

Coordinates protective operations.

Drives the lead vehicle, the County Board President's vehicle or any follow-up vehicle, as required, to ensure safety. Follows all local and state laws in the operation of any motor vehicle.

Provides security coverage, as required, at the Cook County Board President's private residence.

Reviews and assesses information relevant to the assigned protective operation to anticipate problems or incidents and responds to emergency situations.

Conducts site surveys to assess factors affecting the protective environment of sites to be visited.

Cooperates with and assists all law enforcements agencies as needed.

Knowledge, Skills and Abilities

Knowledge of federal, state, county and municipal laws, statues, regulations, ordinances, policies governing law enforcement, especially with regards to laws governing protecting dignitaries, and government officials.

Excellent observational skills including the ability to identify, detect, assess, and potentially suppress suspicious or hazardous persons or activities.

Knowledge in the technical aspects of maintaining evidence.

Skill in driving and maneuvering a motor vehicle defensively or evasively in a variety of situations.

Ability to handle threats or ambush situations. Ability to recognize situations requiring notification to a law enforcement agency.

Knowledge of procedures and protocol to maintain any evidence required in any subsequent investigation conducted by a law enforcement agency.

Ability to perform physical demands that may include, but are not limited to, walking, running, standing, sitting, squatting, kneeling, climbing stairs, quickly entering and exiting various vehicles and enduring inclement weather and excessive cold or heat.

Familiarity with and physically capable of performing defensive tactics.

Capable of carrying and maintaining the requisite level of skill in the use of a firearm and/or other specialized equipment required in the protective operation; maintain compliance in all local, state and federal laws for the possession and use of firearms.

Skill in handling stressful situations with the ability to deal with aggressive people.

Good observational skills with the capability of assessing suspicious characters, movements and dangerous situations.

Aptitude to approach situations with common sense and practicality.

Ability to work flexible shifts and must be able to work on call 24/7 including weekends and holidays.

Minimum Qualifications

Possession of a High School Diploma or General Education Development (GED) certificate and completion of sixty (60) semester credit hours from an accredited college or university **SUPPLEMENTED WITH** five (5) years' full-time law enforcement work experience

-OR-

Possession of a High School Diploma or General Education Development (GED) certificate **SUPPLEMENTED WITH** four (4) years' continuous full-time active military service in the armed forces of the United States

-OR-

Possession of a High School Diploma or General Education Development (GED) certificate **SUPPLEMENTED WITH** ten (10) years' full-time law enforcement work experience.

Ability to successfully complete the curriculum for the Protective Service Operator Training Program and Physical Security Training Program conducted by the Federal Law Enforcement Training Center **within one (1) year of start date.**

Successful completion of the Emergency Medical and Law Enforcement Physical Defensive Measures Training as specified by DHSEM **upon initial employment.**

Possession of a current valid driver's license.

Possession of a valid Firearms Owners Identification (FOID) card and current firearms qualification validated through an approved firearms course and firearms qualification certification.

Must be certified as a full time peace officer by the Illinois Law Enforcement Training and Standards Board (ILETSB) or have the ability to successfully complete a waiver and/or minimum training as determined by ILETSB for the same based on prior employment as a sworn law enforcement officer in another state or federal law enforcement officer, who left their former position in good standing.

Must be available to work 24/7 including weekends and holidays as assigned.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.