

**OFFICE OF THE COOK COUNTY CLERK**

**Human Resources**

118 N. Clark Street, Room 230  
Chicago, Illinois 60602  
(312) 603-5656



**STANDARD JOB DESCRIPTION**

**Deputy Clerk of Security**

**Job Code:** 7711

**Job Title:** Deputy Clerk of Security

**Salary Grade:** 22

**Position I.D. No.:** 0035833

**Status:** Shakman Exempt

**Division:** Security

**Job Summary**

The Deputy Clerk of Security will report directly to the Chief Deputy Clerk. In this role the Deputy Clerk of Security will address and resolves employee concerns and questions, approve time-off requests, issue performance evaluations and disciplinary actions for all security officers of the Cook County Clerk's Office (CCCO). The Deputy Clerk of Security will oversee training and ensure the Security Division employees are adequately trained to perform essential job duties and to provide positive customer service. The Deputy Clerk of Security is responsible for the safety, security and transportation of the County Clerk while on official County business.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

**Essential Job Duties**

- Accompany the Clerk to events within Cook County and various parts of Illinois to ensure the safety of the Clerk.
- Maintain a flexible work schedule to accommodate the positions' security and driving-related duties.
- Develops parameters for training of and ensuring that Security Division Employees are adequately trained to perform their essential job duties and to provide positive customer service.
- Advises the Clerk and Chief Deputy Clerk and senior staff on updated security and facilities management policies affecting the Office of the Cook County Clerk's Office.
- Prepares written safety standards, policies, procedures and emergency plans covering evacuation, bomb threats and other emergency security or facility management issues.
- Observes national and local security and safety alerts that may impact day-to-day operations.
- Reviews and analyzes work-related incidents and security breaches and offers solutions to avoid future such events.
- Reviews reports of security and facilities management incidents drafted by Security Officers and takes appropriate action as needed.
- Develops parameters for training on safety-related training issues such as CPR training, AED training, and First Aid training as required for security staff and other staff as requested.
- Performs related duties as required.

- Periodically evaluate security protocols at the Elections Operation Center and makes recommendations.

### **Minimum Qualifications**

- Bachelor's degree in Criminal Justice, Public Administration or related field from an accredited college or university.
- Seven (7) years of full-time paid work experience in the field of security and/or law enforcement.
- Five (5) years of full-time paid work experience supervising employees.
- Valid Permanent Employee Registration Card (PERC).
- Valid Driver's License.

### **Preferred Qualifications**

- Master's degree from an accredited college or university.
- Ten (10) years of full-time paid work experience in the field of security and/or law enforcement.
- Seven (7) years of full-time paid work experience supervising law enforcement personnel.
- Two (2) years of full-time paid work experience in dignitary protection, financial crime investigation, identity theft, and/or cyber-crime investigations.
- Possession of a valid Illinois Retired Officer Carry and Conceal Permit ("IROCCP").

### **Knowledge, Skills and Abilities**

- Knowledge of relevant safety and security state statutes and local ordinances regarding security, safety, and emergency management.
- Knowledge of best practices in the areas of security and emergency preparedness.
- Excellent interpersonal and verbal communication skills.
- Strong decision-making skills.
- Excellent communication and interpersonal skills.
- Strong leadership and project management skills.
- Strong analytical and problem-solving skills.
- Possess First Aid, CPR and AED skills.
- Ability to inspect physical aspects of office for safety purposes.
- Ability to physically restrain individuals (with use of handcuffs and baton when necessary).
- Ability to use common sense and good judgment to mitigate hazards, emergencies and distractions relating to possible security and/or law enforcement situations.
- Ability to recognize when additional assistance is needed.
- Ability to maintain composure under adverse conditions and in emergency situations.
- Ability to understand and carry out the responsibilities required by the County's Fire, Bomb Threat and Evacuation procedures.
- Ability to assess work practices and procedures and to develop plans to address deficiencies and improve operations.
- Ability to work within a culturally diverse environment.
- Ability to exhibit firmness with understanding when dealing with students and staff.
- Ability to work with a high degree of professionalism.
- Ability to manage multiple projects concurrently and deliver timely, on budget completion of those projects
- Demonstrated ability to work cooperatively and collaboratively with staff, administration, and other county agencies

- Demonstrated ability to communicate technical matters effectively with people of varying skills and background, including management and county staff.

**Physical Requirement**

- Must be physically able to go up and down stairs.
- Must be able to physical restrain individuals (with use of handcuffs and baton when necessary).
- Must be able to safely lift 50 pounds.
- Must be able to stand and walk for long periods of time.