

JUSTICE COURT SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves a responsibility for maintaining order and decorum in a courtroom and for providing security in a courtroom and other court premises. Employees in this class shall be designated as peace officers and have powers of arrest afforded to peace officers under New York State Criminal Procedure Law. Although incumbents have peace officer status, their law enforcement authority does not extend beyond the courtroom. This position is closely related to Justice Court Security Attendant but is distinguished by the peace officer requirement. Incumbents of both positions will be required to be licensed for and carry a firearm. The work is performed under the direct supervision of the Town or Village Justices. Does related work as required.

TYPICAL WORK ACTIVITIES:

Attends sessions of the Town or Village Court to maintain order and decorum in the courtroom;
Calms disruptive individuals;
Bars entry into security areas or courtroom;
Talks to disruptive prisoners and spectators;
Escorts, guards, and delivers juries and witnesses to and from courtroom;
Delivers material to sequestered juries;
Escorts, guards and delivers Judge to and from courtroom and courthouse;
Escorts court clerks with bank deposits to and from court office and courthouse to bank;
Uses established search procedures to assure no weapons or electronic or photographic equipment is brought into the courtroom;
Performs incidental clerical work of a court office;
Will be required to carry a firearm;
May make arrests according to established procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the procedures and regulations pertaining to the functions of a court officer and all other applicable laws, ordinances and regulations used in peace officer activities; ability to maintain order in the court; ability to use firearms; ability to be courteous yet firm with the public; ability to file alphabetically and numerically; ability to process and maintain simple records.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma;
2. Two (2) years of paid work experience in law enforcement; and
3. Possession of a valid New York State Pistol License.

SPECIAL REQUIREMENT: Candidates will be required to provide to the employer proof of current certification in peace officer training that included firearms training issued by the New York State Municipal Police Training Council prior to completion of the probationary term. In addition, the appointing authority is responsible for ensuring that all ongoing peace officer and firearms training requirements are met.