

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing security and related functions for Courts of the Unified Court System, including local municipal courts. Supervision is received from the Court Justice or Clerk of the Court with leeway provided for use of independent judgment and initiative when the occasion demands. Supervision may be exercised over subordinate court personnel. A Court Officer does related work as required. This position is designated as a Peace Officer.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Maintains order in courtroom during trial and guards jury from outside contact;

Checks courtroom and exterior areas for security;

Enforces courtroom rules of behavior and warns persons not to disturb court procedure;

Provides jury escort to restaurant and other areas outside of courtroom to prevent jury contact with public;

Guards lodging of sequestered jurors;

Reports need for assistance in restraining unruly individuals or for medical assistance to municipal police department or Sheriff's Office;

Accepts and safeguards exhibits and evidence;

Observes for any suspicious activities and quells disturbances;

Answers questions for and directs and assists court visitors;

Prepares records and reports associated with the work;

May transport prisoners to and from the court;

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May make arrests under specific circumstances, and may carry a firearm if authorized.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working knowledge of court security principles, practices and techniques; working knowledge of the New York State Penal Law, Criminal Procedure Law and other applicable laws, and regulations; ability to deal firmly yet courteously with the public; good powers of observation; ability to follow and communicate written and oral directions; good judgment; and good character.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: In accordance with State Law, a uniformed court officer of the unified court system is a peace officer and must be qualified to hold such office. In order to successfully complete the traineeship an incumbent must meet the training requirements for peace officers as specified by Section 2.30 of the New York State Criminal Procedure Law within 12 months of appointment.

NOTE: Certain municipalities may require an appropriate valid driver's license if the duties include transporting prisoners.

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Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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