

Court Security Constable – Town Justice Court

DISTINGUISHING FEATURES OF THE CLASS: This is responsible peace officer work involving the protection of persons, property, and the orderly administration of justice within a Town Justice Court and related Court facilities. Incumbents are responsible for maintaining courtroom custody and security, preserving order and decorum during judicial proceedings, controlling access to court facilities, and performing related Court security functions. Work is performed in accordance with applicable laws, court procedures, and departmental policies. This position is distinguished from patrol-oriented peace officer and police officer positions in that its primary responsibilities are limited to Court security and directly related functions and do not include routine patrol, traffic enforcement, criminal investigations, or general response to calls for service. General administrative and operational supervision is received from supervisory personnel within the Town Constabulary. While assigned to the Town Justice Court, incumbents receive functional direction concerning courtroom operations while remaining under administrative supervision of the Town Constabulary, scheduling, and the orderly conduct of Court proceedings. Independent judgment is exercised in carrying out assigned Court security duties and responding to routine security matters.

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.*

Provides security for the Town Justice Court during all scheduled court proceedings;

Maintains order and decorum within the courtroom and related court facilities, assists the presiding Justice with courtroom security functions as requested, screens and monitors public access to the courtroom, and responds to disturbances or emergencies occurring within the court facility;

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Maintains courtroom custody and security of prisoners, defendants, or other persons lawfully remanded to the custody of the Court while within the Town Justice Court or other authorized court facilities;

Opens and secures court facilities before and after court sessions; conducts routine security inspections of the courtroom, holding areas, entrances, and related municipal facilities used for court operations; reports security deficiencies to supervisory personnel;

Assists with court-related administrative functions including courtroom preparation, maintaining court security logs, documenting incidents occurring during court proceedings, maintaining assigned equipment records, and preparing reports related to court security activities;

Participates in required departmental training, annual peace officer training, firearms qualification (if authorized), courtroom security training, emergency response drills, and other training required to maintain qualifications for assigned court security duties; and

Performs other duties directly related to Town Justice Court security and prisoner security as assigned by supervisory personnel, provided such duties remain consistent with the position's court security function.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of the laws, rules, regulations, and procedures applicable to peace officers performing court security functions; good knowledge of courtroom security principles, courtroom procedures, and prisoner control; working knowledge of the operation and safe handling of authorized safety and defensive equipment; ability to maintain order and exercise sound judgment in routine and emergency situations; ability to interact effectively with judges, court personnel, attorneys, law enforcement personnel, defendants, prisoners, and members of the public; ability to prepare clear and accurate reports and maintain records; ability to maintain the confidentiality of court proceedings, records, and sensitive information; ability to understand and follow oral and written instructions; ability to recognize,

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assess, and respond appropriately to security concerns; integrity; dependability; professionalism; tact; and good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and one (1) year of experience in peace officer service, court security, corrections, law enforcement, military police, institutional security (or institutional security in a governmental or correctional setting), or other public safety or security work involving public interaction and safety responsibilities.

SPECIAL REQUIREMENTS FOR APPOINTMENT: *(1) New York State Peace Officer certification; (2) Possession of a valid New York State driver's license; and (3) Must be eligible for appointment as a New York State Peace Officer and successfully complete all training required by law and the appointing authority prior to independently performing assigned peace officer duties.*

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Originated: 7/28/2026

Jurisdictional Class: Non-Competitive

Public Hearing: Yes

NYS Civil Service Commission Approval: Yes

Reviewed and placed in Classplan: 9/30/2026