

COURT SECURITY OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of duties related to maintaining order in a Town or Village court. The work is carried out in accordance with established procedures and guidelines and involves insuring that order, discipline and control are maintained in all areas used for court business. The work is performed under the general supervision of a higher level employee with leeway allowed in exercising judgment in unusual situations. Supervision of others is not normally a function of the class. Does related work as required.

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.

Patrols assigned courtroom areas;

Maintains order and discipline in all courtroom areas, quelling disturbances using tact and good judgment;

Makes inquiries of any unauthorized persons in court area;

Acts as liaison officer between the town justices and police departments;

Maintains and operates the town NYSPIN computer system as required;

Logs the time and nature of any activities occurring during duty;

Calls appropriate authorities in event of emergencies beyond the employee's ability to control;

Explains courtroom rules and procedures to visitors when necessary;

Attends school and training sessions in courtroom security methods;

Files daily reports as required at end of each duty.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and procedures of courtroom security; good knowledge of techniques of safety and fire prevention; ability to effectively maintain order and discipline; ability to prepare brief narrative reports; ability to think and act quickly in the event of an emergency; ability to remain calm and decisive in emergency and stress situations; reliability; good judgment.

MINIMUM QUALIFICATIONS: Either:

A. One year of experience in law enforcement or security work; **OR**

Court Security Officer

- B. Successful completion of one year of study at a regionally accredited or New York State registered college or university which included or was supplemented by one course in Criminal Justice, Police Science or a related field; **OR**
- C. One year of work experience in a courtroom setting in a clerical or administrative position; **OR**
- D. Registration with the New York State Department of State as a Security Guard.

ULSTER COUNTY
1990 CRT SEC OF
Classification: Competitive
1991 CRT S O PT
Classification: Non-Competitive
OA

Revised: July 17, 1990
Revised: April 27, 1995
Revised: August 27, 2019