

COURT OFFICER (Towns)

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing security and related functions for Courts of the Unified Court System in local town courts. The incumbent patrols the court and adjacent areas to ensure safety of visitors, participants involved in legal proceedings and court personnel. The work is performed under general supervision of the Town Justice with leeway provided for use of independent judgment and initiative when the occasion demands. A uniformed Court Officer does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains order in courtroom during trial and guards jury from outside contact;
- Checks courtroom and exterior areas for security;
- Operates security equipment, including magnetometers, handheld screening devices;
- Uses established search procedures to assure that no weapons or electronic or photographic equipment are brought into the courtroom;
- Enforces courtroom rules of behavior and warns persons not to disturb court procedure;
- Reports need for police or medical assistance to Sheriff's office or local police department;
- Accepts and safeguards exhibits and evidence;
- Escorts judges, juries, witnesses and prisoners to and from the courtroom;
- Observes for any suspicious activities and quells disturbances;
- Answers questions for and directs and assists court visitors;
- Prepares incident reports;
- May carry a firearm, if authorized.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: 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 judgement; good character; physical condition sufficient to perform the essential function of the position.

MINIMUM QUALIFICATIONS: None

SPECIAL REQUIREMENTS FOR APPOINTMENT:

- A. Must meet all current requirements found in Section 3 of NYS Public Officers Law.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 11/23/10
Revised: 02/16/18