

JUSTICE COURT SECURITY ATTENDANT*

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining order and decorum in a courtroom and for providing security in a courtroom and other court premises. This position differs from a Justice Court Security Officer in that incumbents of this position are not required to be peace officers. 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 are brought into the courtroom;
Performs incidental clerical work of a court office;
Will be required to carry a firearm.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of courtroom procedures; 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; ability to write legibly; clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of paid work experience in law enforcement.

SPECIAL REQUIREMENTS: Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.

*This is a retitling of Court Constable

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Competitive