

COURT SECURITY GUARD - TOWNS

Code No: 4-09-082
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a law enforcement position located in a town's Justice Court responsible for maintaining order, security, and decorum in the courtroom. Duties include protecting judges, juries, courtroom participants, and the general public and property. The employee reports directly to, and works under the general supervision of the Chief of Police or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Screens visitors entering courtrooms for possession of weapons, unauthorized recording devices and contraband according to established search procedures;

Monitors the public and courtroom participants, remaining in courtrooms during entire proceedings and mediating disputes; contacts appropriate law enforcement personnel as necessary;

Limits access to and from non-public areas in and around courtroom;

Protects the public, property, and employees by observing, investigating, and responding to suspicious activity; notifies appropriate law enforcement personnel as necessary;

Enforces courtroom rules of behavior;

Escorts judges, juries, and witnesses to and from courtrooms;

Gives directions and provides information to public;

Prepares necessary reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of courtroom rules, regulations, ethics, and procedures; good knowledge of the objectives and working of the criminal justice system and courtroom terminology; good knowledge of human behavior under normal and stressful conditions; ability to stand and sit for long periods of time; ability to communicate orally and in writing; ability to recognize a wide variety of weapons and bombs; ability to make quick decisions and take appropriate action in emergencies and dangerous situations while remaining objective and calm; ability to write narrative reports; ability to deal effectively with a variety of people under all types of conditions; ability to deal courteously but firmly with the public; ability to calm people who are upset; ability to make observations of the surroundings, analyze situations and act appropriately and decisively; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma.

SPECIAL REQUIREMENTS: Valid registration as a Security Guard with the New York State Department of State.

ADOPTED: August 11, 1994

REVISED: October 16, 2003

REVISED and TITLE CHANGED: March 3, 2016

Formerly: Court Security Guard – Towns, Part Time