

GENESEE COUNTY

COURT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Court Officers are responsible for maintaining order and decorum in the courtroom and for providing security in the courtroom and other court premises. Incumbents are peace officers required to wear uniforms and may be authorized to carry firearms. Court officers may guard prisoners or detained respondents, and also may perform court related clerical duties.

TYPICAL WORK ACTIVITIES:

Protecting and guarding judges and non-judicial officers and employees of the designated courts, property belonging to such courts, jurors, parties, attorneys, witnesses and the general public;
Performing any additional duties necessary to provide protection and to maintain security in the designated courts and on the court premises;
Patrolling courthouse, including courtrooms, chambers, waiting rooms and other judicial premises for the purpose of maintaining security and proper decorum;
Physically restraining unruly individuals; and prevents any behavior that interferes with judicial process;
Establishing search procedures to ensure that no weapons or electronic or photographic equipment is brought into the courtrooms; or operates metal detectors or other security equipment;
Escort judges, juries and witnesses to and from the courtrooms;
Provide overall security services to Family Court, County Court and Supreme Court;
Perform other court administrative duties as required by the court;
Provide first aid and assistance during emergencies, and prepares incident reports;
Files reports and maintains an appropriate system of records and reports;
May serve or execute attachments, writes, processes, or orders of the courts.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES AND/OR

PERSONAL CHARACTERISTICS: Good knowledge of the practices and procedures required to insure the maintenance of order and security within a courtroom and on court premises; working knowledge of warrants, petitions, calendars, orders and other court documents and forms; working knowledge of court procedures and practices and legal terminology; ability to use firearms with prescribed proficiency when authorized to carry arms; ability to use unarmed defensive and restraint techniques; ability to reason clearly and make independent judgments; ability to understand and carry out oral and written directions; ability to communicate effectively, both orally and in writing; ability to exercise patience, tact, courtesy, resourcefulness and dependability.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the New York State Dept. of Education
AND EITHER:

A. One year of full-time paid experience in a private, public or commercial security force;

OR:

B. Two years of part time paid experience in a private, public or commercial security force;

OR:

C. Successful completion of a Police Academy and one year of P.T. paid experience.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Motor Vehicle driver's license.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Pending Classification 12/1/94

F.T. Competitive Class Approval 7/27/97

P.T. Non-Competitive Approval Town Bethany, LeRoy and Pembroke 7/27/97, Town of Batavia 1/24/24, Town of Alabama 1/15/26

Revised 4/4/00, 6/5/02, 11/17/10