

## COURT OFFICER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing security and related functions for Courts of the Unified Court System in Cattaraugus County. Supervision is received from a higher-ranking Sheriff's Department employee with leeway provided for use of independent judgement and initiative when the occasion demands. Supervision may be exercised over subordinate court personnel. A uniformed Court Officer Trainee does related work as required. Trainee appointments consist of a probationary period, which extends to one year, following which incumbents receiving satisfactory ratings qualify for advancement to the title of Court Officer without further examination.

### TYPICAL WORK ACTIVITIES:

- Maintains order in courtroom during trial and guards jury from outside contact;
- Checks courtroom and exterior areas for security;
- Enforces courtroom rules of behavior and warns persons not to disturb court procedure;
- Provides jury escort to restaurant and other areas outside of courtroom to prevent jury contact with public;
- Guards lodging of sequestered jurors;
- Reports need for police or medical assistance to Sheriff's office;
- Transports or escorts prisoners and/or respondents between courtrooms and Correctional facilities;
- Accepts and safeguards exhibits and evidence;
- Observes for any suspicious activities and quells disturbances;
- Answers questions for and directs and assists court visitors;
- Prepares records and reports associated with the work;
- May make arrests under specific circumstances, and may carry a firearm, if authorized;
- Participates in on the job, classroom, and in-service training.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of court security principles, practices, and techniques; 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; excellent physical condition.

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

*SPECIAL REQUIREMENT:* In accordance with State Law, a uniformed court officer of the unified court system is a peace officer and must be qualified to hold such office. In order to successfully complete the traineeship, and incumbent must meet the training requirements for peace officers as specified by Section 2.30 of the New York State Criminal Procedure Law within 12 months of appointment.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 8/7/86

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