

COURT OFFICER

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 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;
- 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;
- May train newly appointed uniformed court officers and court attendants.

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; excellent physical condition.

MINIMUM QUALIFICATIONS: Successful completion of a traineeship as a Court Officer Trainee.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 8/7/86