

## SENIOR COURT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating security and related functions for Courts of the Unified Court System in Cattaraugus County. The work is performed under general supervision. Supervision is exercised over subordinate court personnel. A Senior Court Officer does related work as required.

### TYPICAL WORK ACTIVITIES:

- Schedules and assigns subordinates to duty in various courts of the County;
- Supervises and instructs uniformed court officers and court attendants as to proper duties;
- Coordinates court security requirements through contracts with Court Clerks and others;
- Prepares records and reports associated with the work;
- Oversees and maintains order in courtrooms during trials and guards jurors from outside contact;
- Checks courtroom and exterior areas for security;
- Enforces courtroom rules and 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;
- May make arrests under specific circumstances, and may carry a firearm, if authorized.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good 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: One year of experience providing Court Security Services.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/23/87