

COURT OFFICER

Department: Public Safety Enforcement

Classification: Competitive

Specification Number: 4260

Approved: 4/9/22

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school or possession of a high school equivalency diploma.

NECESSARY SPECIAL REQUIREMENT

- 1- Candidates must be 20 years of age at the time of appointment;
- 2- There will be a qualifying psychological evaluation*;
- 3- Candidates must be a United States citizen at the time of appointment;
- 4- At the time of appointment and during employment in this title, employees must possess and maintain a valid license to operate a motor vehicle in New York State;
- 5- After appointment, the incumbent will be required to obtain a Peace Officer Training Certificate recognized by the New York State Municipal Police Training Council.

*At the discretion of the Commissioner of the Department of Public Safety Enforcement, the qualifying evaluation may be waived for candidates with current or prior status in a peace officer or police officer title who are in possession of current New York State MPTC certification as a peace or police officer within the following guidelines:

a) Pursuant to Section 2.30 6) of Criminal Procedure Law:

Separated for less than 2 years after having served for less than 2 consecutive years as a peace officer in NYS, or; Separated for less than 4 years after having served as a peace officer in NYS for more than 2 consecutive years or

b) Pursuant to Section 209-q 1) b) of General Municipal Law:

Separated for less than 2 years after having served for less than 2 consecutive years as a police officer in NYS, or; Separated for less than 4 years after having served as a police officer in NYS for more than 2 consecutive years, or;

Up to 10 years after separation with an approved police officer refresher course.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for maintaining order and providing security in the courtroom. Indirect supervision is received from the Commissioner of Public Safety Enforcement. Does related work as required.

TYPICAL WORK ACTIVITIES

Maintains order and provides security by being in the courtroom and patrolling the court building and outside premises;
Uses established search procedures to assure that no weapons or electronic or photographic equipment are brought into the courtroom;

Escorts Judge to and from the courtroom;

Provides general information to individuals on court procedures;

Checks to ensure that all necessary documents are available prior to court session;

Maintains and updates court records;

Distributes and posts appropriate documents and court materials;

Provides assistance in emergency situations;

May physically restrain unruly individuals.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Knowledge of laws concerning use of physical force and search procedures; some knowledge of court procedures and practices, court documents and legal terminology; ability to exercise judgment and common sense; ability to carry out established security procedures in case of fire, bomb threat or other emergency situations; ability to observe detail, remember facts and information and evaluate situations; ability to understand oral and written instructions and apply regulations and procedures to specific situations; ability to prepare brief written communications; ability to communicate information orally to the public and the court or court-related personnel; ability to use firearms and security equipment; physical condition commensurate with the demands of the position.