



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Court Security Officer, Part-Time**
Jurisdictional Class: Non-Competitive
Civil Division: Town of Genoa (population less than 5,000);
Town of Montezuma (JC Approved - NYSCSC 2/22/17);
All Towns (JC Approved - NYSCSC 2/22/17)
Adoption: CSM 2/10/99
Revised: CSM 6/9/10, 3/13/14, 8/14/14, 11/12/14

DISTINGUISHING FEATURES OF THE CLASS:

This position involves providing security for Town Court. A Court Security Officer's work involves detecting and preventing crimes and enforcing laws, rules, and regulations for the protection of persons, property, and the general maintenance of peace, order, and security in the courtroom, waiting area, office, and hallways. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Patrols courts, offices, waiting areas, and hallways and visually checks all people in the area for weapons, dangerous instruments, or irrational behavior and takes appropriate action when required;
Operates magnetometers and/or other machines to screen for metal or other materials not allowed in the area;
Conducts searches of handbags, backpacks, briefcases, and other items carried into areas where it is deemed necessary;
Protects and guards the public, judge, and other employees and prevents acts that could be harmful to town property, employees, or the general public by observing suspicious activity and responding to the activity;
Deters criminal activity by being visible and observant;
Provides assistance in emergency situations;
Physically restrains unruly individuals;
May prepare reports and perform other clerical duties as directed;
Warns violators of rule infractions such as loitering and expels them if necessary;
Provides assistance in emergency situations;
Carries out the functions of a peace officer when needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of procedures and practices for protecting and safeguarding people;
Good knowledge of the powers of a peace officer;
Good knowledge of the court procedures and decorum;
Good knowledge of current laws governing arrest, physical force, and search procedures;
Ability to meet the standards for Peace Officer as established by the Municipal Police Training Council;
Ability to become skilled and proficient in the use of a firearm;
Ability to maintain order and deal effectively with disruptive visitors;
Ability to exercise sound judgment and common sense in stressful situations;
Ability to observe details, remember facts and information, and evaluate situations;
Ability to stand and walk for lengthy periods of time;
Ability to follow oral and written instructions pertaining to the nature of job assignments;
Ability to effectively communicate oral or written information;
Ability to read legal documents and ascertain any defects in form, content, and accuracy;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS WITHIN PROBATION PERIOD:

Must successfully complete the Municipal Police Training Council's Basic Course for Peace Officers.

SPECIAL REQUIREMENT:

Possession of a current New York State driver's license.

If a municipality mandates that a certified peace officer carry a weapon, the incumbent must be in possession of a pistol permit or other legal authorization to carry a weapon.

NOTE: The municipality must adopt a local law that creates the position and enumerates the specific duties of the officer. Such law must be submitted to the NYS Department of State and then forwarded to the Division of Criminal Justice Services for review and approval. Approval of appointment must be made by the Division of Criminal Justice Services. Upon approval, the Division of Criminal Justice Services will notify the municipality and accept peace officer registry entry forms, which must be submitted with original signatures.

The Divisional of Criminal Justice Services requires that Constables are residents of the municipality. Peace Officers are not required to be residents provided that the above procedure is followed.