

**TOWN COURT SECURITY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for maintaining security and order in the courtroom, public waiting rooms and other areas in and around the court premises. The incumbent patrols the courthouse and adjacent areas to ensure the safety of visitors, participants involved in legal proceedings and court personnel. The work is performed under general supervision of the Town Board in accordance with established security procedures. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** *(Illustrative only)*

Provides security by standing in the courtroom and patrolling the courthouse;  
Provides for the security and protection of judges, juries and other courtroom participants;  
Limits and controls access, to and from, non-public areas of the court;  
Responds to emergency situations involving physical and/or verbal altercations within the court facilities to ensure security is maintained or restored;  
Observes entry to facilities for any unusual behavior that indicates potential security violations;  
Uses established search procedures to ensure that no weapons, unauthorized electronic or photographic equipment or contraband are brought into the courtroom;  
Escorts, guards, and delivers material to sequestered juries;  
Displays and safeguards exhibits in the courtroom;  
Distributes and posts appropriate documents and court materials;  
Provides general information to visitors on court premises;  
Prepares and submits incident and other reports, as needed or necessary.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITY AND PERSONAL CHARACTERISTICS:**

Good knowledge of court security techniques; working knowledge of court procedures, practices and legal terminology; working knowledge of court documents and forms; ability to observe detail, remember facts and information; ability to evaluate situations, events and conditions; working knowledge of unarmed defensive and restraint techniques; ability to prepare records and reports; ability to read and interpret written materials; ability to deal effectively with the public; sound judgement; good moral character; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

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

ADOPTED: 12/14/2009