

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Protective Service: Sworn  
Revised: 04/20/11

### **COURT SECURITY OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Oneida County Sheriff's Office and involves responsibility for providing security to the various courts within the Oneida County Courthouses and other courts, as so directed, to ensure the safety of visitors, participants and court personnel. Work is performed under general supervision of a Deputy Sheriff Sergeant-Patrol. Incumbent performs related work as required.

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

Provides security to court facilities by screening, through the use of metal detection devices, all visitors to the various courts;  
Provides for the security and protection of judges, petit juries, and other courtroom participants;  
Maintains security on sequestered juries to ensure no access during deliberations;  
Limits and controls access, to and from, non-public areas of the court;  
Observes entry to facilities for any unusual behavior that indicates potential security violations;  
Monitors persons entering the courts to ensure that they are not concealing or carrying any weapons, unauthorized recording devices or contraband;  
Assists in building evacuation in the event of a fire or other emergency situations;  
Renders basic first aid, if necessary;  
Prepares and submits incident and other reports, as necessary or required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of court security techniques, first aid and emergency practices; working knowledge of court procedures, practices and legal terminology; working knowledge of calendars, orders and other court documents and forms; ability to reason clearly and make independent judgements; ability to exercise patience, tact and impartiality; ability to understand and follow oral and written instructions; ability to read and write legibly; ability to stand and walk for lengthy periods.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENT:** Candidates must be eligible for appropriate class New York State Driver's License. Possession of a valid license at time of appointment. This license must be maintained throughout appointment.