

## **TOWN OF UNION JUSTICE COURT BAILIFF**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves securing the Town of Union Justice Court prior to, during and after Court sessions. The incumbent enforces courtroom policies and procedures relative to safety, security and orderliness. Responsibility also involves setting up, calibrating, monitoring and operating the magnetometer for screening equipment and Courtroom participants, as well as performing further screening when indicated. Work is performed under the direct supervision of the Town Judge or Acting Town Judge. Supervision is not a responsibility of this position. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains order and decorum in the courtroom, waiting areas and other court premises;

Inspects courtroom and all courtroom premises for contraband;

Ensures that the courtroom is prepared for court proceedings;

Sets up, calibrates, monitors and secures magnetometer;

Responsibility for screening court patrons upon entrance to the courtroom and performs further searches if indicated;

Responds to security, medical and other disturbances and emergencies;

Secures the courtroom entrances and exits before and after sessions;

Escorts court personnel and attendees when required;

Prepares and maintains various reports and records such as log notes and incident reports;

Retrieves files, forms and other items for use by court staff;

Performs office duties including but not limited to filing, data entry and shredding;

Escorts personnel responsible for the delivery of court funds to the bank to ensure their safety.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the operation of security equipment and devices;

Working knowledge of security practices and procedures;

Working knowledge of court rules and proceedings;

Working knowledge of defensive tactics and devices;

Ability to communicate effectively, both orally and in writing;

Ability to get along well with others;

Ability to deal courteously yet firmly and tactfully with the public;

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Ability to understand and communicate effectively with diverse populations;

Ability to think quickly and act effectively in emergency situations;

Ability to prepare and maintain a variety of reports and records;

Ability to remain alert, calm, composed and effective in stressful situations;

Ability to stand for extended lengths of time;

Good powers of observation;

Sound judgment.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State college or university with a Bachelor's degree, OR
- B) Graduation from a regionally accredited or New York State college or university with an Associate's degree and two years of experience in law enforcement.

**SPECIAL REQUIREMENTS:**

- 1) Must possess at time of application and maintain throughout employment, a Special Armed Guard Registration Card as issued by the New York State Division of Licensing Services; **AND**
- 2) As pursuant to Penal Law 400.00 armed guards must possess a valid New York State Pistol Permit; **AND**
- 3) Certification in the following within the probationary period:
  - American Red Cross Standard First Aid or equivalent AND
  - American Red Cross CPR for Professional Rescuer or equivalent AND
  - Automated External Defibrillator