

**VILLAGE COURT BAILIFF**  
**(Village of Johnson City)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves securing the Village Johnson City 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. Incumbents are required to wear uniforms and may be authorized to carry firearms. Work is performed under the direct supervision of the Village Justice or Acting Justice. 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.

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

Good knowledge of the practices and procedures required to insure the maintenance of order and security within a courtroom and on court premises;  
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;

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Ability to get along well with others;  
Ability to deal courteously yet firmly and tactfully with the public;  
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 an Associate's degree and two years of experience in a private, public or commercial security force; OR
- B) Successful completion of the Municipal Training Council's Basic Course for Police Officers and two years of experience as a Police Officer.

**SPECIAL REQUIREMENT:** Possession of a valid Security Guard License as issued by the New York State Division of Licensing Services is required at time of appointment.

**SPECIAL REQUIREMENT:** It shall be the responsibility of the Village of Johnson City to ensure that the incumbent, when required to carry a firearm, is appropriately licensed and has a valid permit to do so.

**SPECIAL REQUIREMENT FOR QUALIFYING UNDER A), B) and C):**

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