



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

**NEW YORK STATE SENIOR COURT SECURITY
SPECIALIST**

Effective Date: 1/08/2004
Title Code Number: 9467603
Salary Grade: 27
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

Under the general direction of the Chief and First Deputy Chief of the Department of Public Safety, other security supervisory personnel, or other OCA unit head, New York State Senior Court Security Specialists assist in the development and implementation of policies and procedures related to security within the Unified Court System, and monitoring compliance with uniform standards, policies, regulations and practices related to public safety. New York State Senior Court Security Specialists are peace officers, required to wear uniforms and may be authorized to carry firearms and also perform administrative and other related duties.

TYPICAL DUTIES:

Assists with the development of policies, procedures and practices related to public safety.

Keeps abreast of professional developments in the security area.

Develops methodologies for assessing the effectiveness of security operations, methods, and training programs.

Coordinates special security arrangements with other agencies such as the New York City Police Department, Sheriff's Departments, Department of Correction, New York State Police and Federal agencies as required.

Visits courts and inspects security operations to ensure compliance with policies and procedures and recommends corrective action.

Reviews incident reports to obtain information used in determining trends, such as an unusual number of incidents or arrests of a particular type, and utilizes such data in formulating revisions to local security or training.

May serve as a member of committees addressing court security issues.

Assists in the negotiation, administration and maintenance of standards for security contracts.

May participate in the Evaluation Board review of a candidate's character and fitness for appointment as a Court Officer Trainee.

Maintains administrative records and performs other related duties.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the functions and organizations of the Unified Court System.

Knowledge of the modern practices and principles of security administration.

Knowledge of the rules, regulations, procedures, techniques and practices relating to arrest, courthouse/courtroom security, crowd control and evacuation, firearms, first aid and CPR, prisoner handling procedures, use of physical force, operation of security equipment, handling emergencies, jury sequestration, and court security structure.

Skill in counseling and building rapport with subordinate staff.

Ability to plan, organize, and schedule activities and people relevant to changing job demands.

Ability to speak clearly and communicate effectively.

Ability to compose memoranda, correspondence and reports relating to court policies, procedures and activities.

Ability to evaluate staff performance against job requirements.

Ability to read, comprehend and interpret complex and technical written and numeric materials.

Ability to conduct security inspections and organize data into clear and logical sequences.

Ability to analyze and evaluate the effectiveness of security operations and educational and training programs.

Ability to demonstrate unarmed defensive and restraint techniques.

Ability to demonstrate firearms with prescribed proficiency when authorized to carry firearms.

Ability to identify and evaluate problem situations and determine available alternative actions.

Ability to be decisive and show initiative.

Ability to develop the skills and competencies of subordinates through training and development activities.

QUALIFICATIONS :

One (1) year of service in the New York State Court Security Specialist or the New York State Court Officer-Captain title;

or

Two (2) years as New York State Court Officer-Lieutenant;

or

An equivalent combination of education and experience.

Candidates must be legally eligible and qualified to carry firearms.

New York State residency is required for appointment.

Candidates must be citizens of the United States.