



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

**NEW YORK STATE SENIOR COURT ATTENDANT,
APPELLATE DIVISION**

Effective Date: 06/01/2005
Title Code Number: 9467616
Salary Grade: 21
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

Under the general direction of the New York State Associate Court Attendant, Appellate Division, a New York State Senior Court Attendant, Appellate Division, is responsible for maintaining order and decorum in the courthouse, court buildings and grounds, performing a variety of clerical and other related duties and overseeing and training New York State Court Attendants, Appellate Division and Court Building Guards. New York State Senior Court Attendants, Appellate Division may be assigned to ensure the security and safety of Judges. New York State Senior Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms.

TYPICAL DUTIES:

Maintains order and decorum in court rooms, waiting rooms, and other court premises.

Ensures that courtroom is prepared for court proceedings.

Trains subordinate staff in security procedures.

Arrests individuals according to established procedures.

Physically restrains unruly individuals.

Ensures that courtroom is prepared for court proceedings.

Drives Judges to official functions throughout the Department.

Escorts and provides security to Judges within and outside the court premises.

Responds to requests from lawyers and the public for general information and directs visitors to locations in the courthouse.

Records routine information on court records, files papers in case folders, and transports case records between courtroom and chambers.

Screens visitors entering the courtroom and records the names of lawyers appearing.

Assists in the training of Court Attendants, may assign tasks and ensures that the work has been satisfactorily completed.

Provides assistance in emergency situations and administers first aid and assistance to individuals during emergencies, accidents or illnesses.

Checks any emergency or special equipment such as oxygen tanks, walkie-talkies, and other items to ensure that the equipment is in good working order; reports inoperative equipment to supervisor.

Uses established search procedures to ensure that no weapons or electronic or photographic equipment are brought into the courtroom.

Operates security equipment, including magnetometers, handheld screening devices and package x-ray machines.

Checks bench to ensure that court has adequate supplies, proper forms, and other materials.

Prepares incident reports.

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 appellate court practices and procedures, and legal terminology.

Knowledge of laws concerning arrest, use of physical force, and search procedures.

Skill in administering first aid and using emergency equipment.

Skill in conducting searches and using security equipment.

Skill in using weapons.

Ability to understand and follow oral and written instructions.

Ability to carry out established security procedures in case of fire, bomb threat, or other emergency situations.

Ability to use firearms, self-defense and restraint techniques, and security equipment.

Ability to operate a motor vehicle.

Ability to read, write, and comprehend at a level equivalent to a twelfth grade education.

Ability to exercise tact and patience.

Ability to communicate orally at a level equivalent to a twelfth grade education.

Ability to stand and walk for lengthy periods.

Ability to write legibly.

RELATED TITLES:

Title	Position in Title Series	Distinguishing Characteristics
New York State Court Attendant, Appellate Division (JG-18)	Entry level	Provides security in the courtroom and throughout the court house.
New York State Senior Court Attendant, Appellate Division (JG-21)	Mid-level	Provides security in the courtroom and throughout the court house and assists with training subordinate personnel.
New York State Associate Court Attendant, Appellate Division (JG-22)	Entry level Supervisor (Promotional)	Provides court security in courtrooms, court buildings and grounds, acts as the day-to-day supervisor of subordinate personnel.
New York State Principal Court Attendant, Appellate Division (JG-24)	Supervisor (Promotional)	Supervises security team of subordinate security personnel, provides on the job training and evaluates the performance of subordinates.
New York State Chief of Security, Appellate Division (JG-28)	Managerial (Promotional)	Manages all Appellate Division Security staff.

QUALIFICATIONS:

Two years of experience in the New York State Court Attendant, Appellate Division title;
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.

Candidates must possess a valid New York State drivers' license.