



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

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

Effective Date: 06/01/2005
Title Code Number: 9467617
Salary Grade: 22
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

Under the general direction of the New York State Chief of Security, Appellate Division, a New York State Associate Court Attendant, Appellate Division, is responsible for day-to-day supervision and on the job training of subordinate security personnel. New York State Associate Court Attendants, Appellate Division are responsible for ensuring that order and decorum are maintained in the courtroom, court buildings and grounds. New York State Associate Court Attendants, Appellate Division are responsible for overseeing the work of New York State Senior Court Attendants, Appellate Division, New York State Court Attendants, Appellate Division and Court Building Guards. New York State Associate Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms. New York State Associate Court Attendants, Appellate Division may also perform a variety of administrative and other related duties.

TYPICAL DUTIES:

Assigns security related tasks to New York State Senior Court Attendants, Appellate Division and New York State Court Attendants, Appellate Division.

Trains New York State Senior Court Attendants, Appellate Division and Court Attendants, Appellate Division in security procedures.

Ensures courtroom, court building and grounds are secure.

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 in the courtroom.

Inspects subordinate security personnel's appearance, weapons, and equipment; and demonstrates security techniques.

Prepares written reports such as those concerning incidents, unusual occurrences, requests for time or leave, hazards, workman's compensation, injuries and submits same to supervisor.

Assumes lead role in emergency situations.

Administers first aid and assistance to individuals during emergencies, accidents or illnesses.

Trains and directs security personnel in completion of forms, documents, files, and other paperwork as processed by the particular court location or as directed by the judge or clerk within a particular courtroom or office.

Reviews incident reports to ascertain they are properly prepared and initiates actions to correct security or building maintenance defects by contacting appropriate parties.

Supervises the operation of security equipment such as magnetometers and x-ray machines.

Makes arrests in accordance with established procedures.

Checks and verifies employee time sheets and records relating to overtime.

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 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, and handling emergencies.

Knowledge of Penal Law, Criminal Procedure Law, statutes, court documents and other forms.

Knowledge of security procedures.

Knowledge of court documents and forms.

Skill in counseling and building rapport with subordinate staff.

Ability to supervise and coordinate the daily activities of security staff.

Ability to plan, organize, and schedule activities and staff as required by the changing job demands.

Ability to evaluate staff performance against job requirements.

Ability to prepare original correspondence and instructions.

Ability to communicate directions and information orally to judicial and nonjudicial personnel and the public.

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

Ability to be decisive and show initiative.

Ability to monitor job assignments.

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

Ability to understand and follow oral and written instructions.

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

Ability to exercise patience and tact.

Ability to perform routine clerical tasks.

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:

One year of experience in the New York State Senior 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 driver's license.