



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

ASSOCIATE COURT SECURITY OFFICER

Effective Date: 10/09/2008
Title Code Number: 9467627
Salary Grade: 22
Jurisdictional Classification: NC

DISTINGUISHING FEATURES OF WORK:

Under the direction of the Chief of the Department of Public Safety, Associate Court Security Officers act as team leaders providing and evaluating critical information during emergency situations, performing judicial threat assessments, and overseeing security assessments. They coordinate and deliver specialized security training, research equipment, and act as liaisons to outside agencies providing critical information to public safety supervisors. Associate Court Security Officers are peace officers, required to wear uniforms and may be authorized to carry firearms. They execute bench warrants, make arrests and also perform administrative and other related duties.

TYPICAL DUTIES:

Acts as a liaison to outside security agencies and provides critical and pertinent real-time information to public safety supervisors.

Acts as a team leader responsible for editing reports, coordinating, scheduling, and supervising other public safety employees.

Conducts assessments of judicial threats.

Identifies training needs, schedules, coordinates and delivers specialized training programs.

Gathers emergency information and advises public safety supervisors on conditions.

Assists with researching new equipment to ensure the effectiveness and statewide standardization of security equipment.

Tests and recommends security equipment for specialized security units.

Oversees procurement, distribution, installation, and training on security equipment.

Creates and maintains security databases.

Writes grant proposals and assists with writing procedure manuals and updating policies.

The above statements are intended to describe the general nature and level of work 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 each duty.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of court security techniques, arrest procedures, and first aid emergency practices.

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

Knowledge of the modern practices and principles of security administration.

Skill in researching and implementing new technologies.

Skill in counseling and building rapport with subordinate staff.

Ability to delegate and monitor job assignments.

Ability to speak clearly and communicate effectively.

Ability to compose memoranda, correspondence and reports related to security policies, procedures and activities.

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

Ability to gather, coordinate, evaluate, and communicate information to senior level personnel.

QUALIFICATIONS:

One (1) year of service in the Senior Court Security Officer or New York State Court Officer-Sergeant title.

and

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.