

**CONSTABLE (COURT OFFICER) – per diem**

**DISTINGUISHING FEATURES OF THE CLASS:** Constables are responsible for maintaining order and decorum in the courtroom and for providing security in the courtroom. Incumbents are peace officers required to wear uniforms and may be authorized to carry firearms.

**TYPICAL WORK ACTIVITIES:**

Protecting and guarding judges and non-judicial officers and employees of the Justice Court, and the general public;

Patrolling courtrooms, chambers, waiting rooms and other judicial premises for the purpose of maintaining security and proper decorum;

Prevents any behavior that interferes with judicial process;

Establishing search procedures to ensure that no weapons or electronic or photographic equipment is brought into the courtrooms; or operates metal detectors or other security equipment;

Provide overall security services to Justice Court;

Performing any additional duties necessary to provide protection and to maintain security in the court;

Provide first aid and assistance during emergencies, and prepares incident reports;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**KNOWLEDGE, SKILLS, AND ABILITIES:** 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 warrants, petitions, calendars, orders and other court documents and forms; working knowledge of court procedures and practices and legal terminology; ability to use firearms with prescribed proficiency when authorized to carry arms; ability to use unarmed defensive and restraint techniques; ability to reason clearly and make independent judgments; ability to understand and carry out oral and written directions; ability to communicate effectively, both orally and in writing; ability to exercise patience, tact, courtesy, resourcefulness and dependability.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an appropriate equivalency diploma recognized by the New York State Dept. of Education, possession of a valid NYS Pistol Permit pursuant to NYS Penal Law Section 400.00, AND EITHER:

A. Current or retired NYS Police Officer, or NYS Peace Officer, as defined in Section 2.10 of the NYS Criminal Procedure Law;

**OR:**

B. Successful completion of a municipal or military law enforcement or corrections academy and one year of paid experience.