

Town of Esopus

Position: Court Security Officer

Summary: Security Officer with a minimum of one year experience sought to Patrol courtroom area and maintain order, discipline and control in all courtroom areas, quelling disturbances using tact, calm demure and good judgment. Email resume to Supervisor@Esopus.com.

Overview: Provides professional support to the Town Court insuring that order, discipline and control are maintained in all areas used for court business. Good knowledge of the practices and procedures of courtroom security as well as techniques of safety and fire prevention are required.

Duties:

- Patrols assigned courtroom areas;
- Maintains order and discipline in all courtroom areas, quelling disturbances using tact and good judgment;
- Makes inquiries of any unauthorized persons in court area;
- Acts as liaison officer between the town justices and police departs;
- Maintains and operates the town NYSPIN computer system as required;
- Logs the time and nature of any activities occurring during duty;
- Calls appropriate authorities in event of emergencies beyond the employee's ability to control;
- Explains courtroom rules and procedures to visitors when necessary;
- Attends school and training sessions in courtroom security methods;
- Files daily reports as required at end of each duty.

Qualifications:

- One year of experience in law enforcement or security work; OR
- Successful completion of one year of study at a regionally accredited or New York State registered college or university which included or was supplemented by one course in Criminal Justice, Police Science or related field; OR
- One year of work experience in a courtroom setting in a clerical or administrative position.
- Physical condition commensurate with the demands of the position