

COURT OFFICER (PART-TIME)

CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF

SALARY: \$27.50/HOUR NO BENEFITS

The Chautauqua County Office of the Sheriff is seeking applications to fill one (1) Court Officer (part-time) position. This position is 19 hours/week and does not have benefits assigned to it. This is routine work consisting of the maintenance of order in a courtroom and the custody of a jury when court is recessed. A Court Officer is a certified Peace Officer and carries a firearm during the course of duty. Incumbents in this class are empowered to use reasonable physical force within the scope of New York State Laws as a Peace Officer in carrying out the duties of the position. The work is performed under the direction of the Judge or the Sheriff.

TYPICAL WORK ACTIVITIES:

- Conducts screening of persons entering the Courthouse and courtrooms;
- Ensures that all persons in the courtroom are orderly;
- Controls entrance and exit to the courtroom;
- Maintains custody of the jury;
- Ensures that members of the jury are provided with needs;
- Runs errands for the judge to include such things as obtaining reference materials from the court library;
- Maintains required logs and reports;
- Answers questions and directs the general public;
- Calls Court into session, recess or adjournment;
- May guard prisoners awaiting Court action.

This position is being filled by approved applications received.

MINIMUM QUALIFICATIONS: Please provide proof/copies of each listed below:

1. Graduation from high school or possession of a high school equivalency diploma;
2. Possession of a currently valid New York State Certification as a Police Officer or Peace Officer;
3. New York State Pistol Permit at time of application, appointment and during service in this classification.