



Town of Parma

Parma Town Hall
1300 Hilton Parma Corners Rd.
P.O. Box 728
Hilton, NY 14468
585-392-9461 . Fax: 585-392-6659
www.parmany.org/

OPEN POSITION ANNOUNCEMENT PLEASE POST CONSPICUOUSLY

Title:	Part-time Court Officer-Attendant
Application Deadline:	Continuous recruitment as needed
Who may apply:	Current or potential person(s) to be designated as Special Policemen by the Town of Parma
Residency Requirement	Residents of Monroe County (Preference to Town of Parma residents)
Salary:	Per-diem, based on duty/ shift worked
Employment Opportunities:	The Town of Parma Justice Court is currently seeking one(1) part-time candidate to supplement current staffing levels and successful candidates will be scheduled on "as needed" basis only. This posting is NOT aligned or meant to be filled by using any current Civil Service list(s), State or local, having similar title(s) and candidates should apply independent of any previous posting or list they may already be on.
Description of Duties:	<p>Work is performed in a courthouse setting and involves standing for the majority of the workday. Persons in this position may be asked to perform significant clerical and/or administrative functions, depending on the needs of the Court. Successful candidates need to be comfortable with a high level of interaction with the general public, providing information, direction, and assistance to the public. Lifting of equipment, files or exhibits weighing up to 50 lbs. is required.</p> <p>Persons assigned to this position are distinguished by the primary responsibility for security screening of persons entering the courthouse and maintaining a secure environment throughout the facilities for judges, staff, and general public. Court Officer-Attendants are Peace Officers with full powers of arrest, search and seizure and responsibility for the use of force up to and including deadly force, and are required to maintain specialized training to retain their certification.</p> <p>Danger of physical harm may be present in dealing with hostile or aggressive individuals or while escorting people in the Court complex and parking area. Officer –Attendants may be required to control and limit public access to the court facilities to reduce security risk and ensure public safety.</p> <p>Officer-Attendants respond to alarms, bomb threats, and safety concerns and assists with building evacuation. They will respond to calls for security assistance, emergency situations, and provide escort duties for individuals in a threatened or endangered situation. They will implement first aid procedures as necessary. When required, call for assistance from local law enforcement and/or emergency response units. They will utilize pagers, telephones, and portable radios to maintain communications with other security personnel and/or other agencies responding to calls for assistance, providing aid to responding agencies as requested.</p> <p>Performs other duties as assigned.</p>

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S. W., Washington, DC 20250-9410, or call (866) 632-9992 (voice) or (800)877-8339 (TDD).



Town of Parma

Parma Town Hall
1300 Hilton Parma Corners Rd.
P.O. Box 728
Hilton, NY 14468
585-392-9461 . Fax: 585-392-6659
www.parmany.org/

Minimum Qualifications: The ideal candidate will need the ability successfully complete the application process to become a Special Policeman by the Town of Parma and will need to have/be:

- High School diploma or GED.
- Between the ages of 18 and 62 at the time of appointment
- US citizen and permanent resident of Monroe County for at least 6 months.
- Clear criminal history (felony or misdemeanor arrests/convictions/outstanding warrants will disqualify applicant).
- Valid Department of Motor Vehicles NYS Driver's license
- No known disabilities that would reasonably appear to interfere with or prevent performance of job functions

Special Qualifications: The ideal candidate will need the ability to appointed as a NYS Peace Officer by the Town of Parma and will need to:

- Have the ability to successfully complete the NYS Basic Peace Officer Course of approximately of 140hrs of instruction;
OR
- Be a currently, or past registered NYS Peace Officer, with no more than a 2 year lapse from continuous employment, as defined in NYS Executive Law §841;
OR
- A current, or past Police Officer, with no more than a 10 year lapse from continuous employment, as defined in NYS Executive Law §841

Application Process:

- No phone calls, faxes, or emails.
- Applications are available from the Town Clerk's office in person or by calling 392-9461; or you can print the application from the Town website.
- A fully completed application should be submitted with qualifications, clearly marked "Personal and Confidential," to Town Clerk, Town of Parma, P. O. Box 72, 1300 Hilton-Parma Road, Hilton, New York 14468. Failure to complete or disclose any information may nullify that application, without notice to the candidate.
- Applicants who meet the minimum criteria to be appointed as a Town of Parma Special Police Officers will have their applications kept on file for five years, and will be offered interviews as needed by the organization.
- Qualified applicants must pass a full background check, drug screen, and Judicial review before being recommended for appointment by the Parma Town Board.

Issue Date: March 28, 2016

This institution is an equal opportunity provider, and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S. W., Washington, DC 20250-9410, or call (866) 632-9992 (voice) or (800)877-8339 (TDD).