

COURT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Performs non-judicial services for the courts, as well as, for trial justices and judges who preside over these courts. Under direct supervision of judicial officers, and the Sheriff or his/her designee, or an employee in this class, expedites legal proceedings in various courts by performing non-judicial remedies, the scope of which is maintaining decorum in courtrooms and judges chambers, expediting a flow of willing and able citizens to serve as jurors, and once juries have been drawn, escorting jurors to and from court, and preventing access to jurors when the latter is not in court, and providing information to the public about legal proceedings. Assignments are reviewed through personal observation by the judges or their assigned subordinates. Some court attendants may be required to carry firearms at the discretion of the Sheriff or his/her designee. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains decorum in courtrooms and judges chambers by opening courtroom doors, turning on lights, inspecting premises for foreign objects, arranging courtroom furniture, and placing legal material on judges benches;
- Administers oaths during legal proceedings, acts as crier to open and close legal proceedings, takes legal materials and exhibits from attorneys and brings same to judges;
- Takes messages for judges and attorneys, brings books and documents from law library to judges and brings legal material to court offices;
- Guards jurors from prejudicial access when the latter are at meals, hotel rooms and deliberation;
- Gives information to the public concerning locations, times and types of legal proceedings that are scheduled in the courthouse;
- Checks in persons on the court calendar when they enter and notifies the court clerk, judge and attorneys;
- When necessary makes copies of materials needed by the court, provides the judge with a marked day calendar, provides the judge with pretrial memorandums and pleadings;
- Remains on duty as needed by the court including after normal hours when a case continues past the normal hour of adjournment;
- When a case terminates in one part of the court and no further business remains for that part the attendants will report to the chief clerk for reassignment;
- Whenever there is a witness or juror entering or leaving the witness or jury area the attendant will position him or herself so as to prevent injury to the witness or juror;
- When necessary attendants will report any violations of the court rules, accidents or incidents, defects in equipment, ill or unruly persons to the chief clerk;
- May be assigned to security duty at a magnetometer at courthouse entrances;
- Provides such other assistance to the courts as may be required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to read and write; ability to follow oral and written instructions pertaining to the nature of job assignments; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school OR possession of a high school equivalency diploma.

Special Note: Court attendants must qualify for issuance of a pistol permit under Herkimer County regulations. If assigned to carry firearms, successful completion of the police/peace officer long weapons course and annual firearms qualification will be required.

Non-Competitive (part-time)

Revised 01/22/98 Personnel Officer