

COURT ATTENDANT - PART-TIME

Code No.: 6-03-033
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for maintaining order, security, and decorum in a town or village courtroom. Duties include ensuring a secure environment by being visible, observing public behavior, screening visitors and taking direct action against unacceptable behavior. The work is usually repetitive in nature but may involve independent decisions in individual cases. The employee reports directly to, and works under the general supervision of a presiding judge. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Maintains strict order and dignity in the courtroom at all times;

Convenes court sessions, recesses and makes announcements during the course of a trial;

Directs witnesses and jurors as to courtroom procedures and regulations;

Sees that courtroom is in readiness for proceedings;

Takes charge of the jury, is sworn with them and remains in attendance during the deliberations and until discharged;

Contacts families of jurors and requests necessities when jury is held overnight;

Answers general inquiries from the public about courtroom procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the physical lay-out of the court where employed; working knowledge of courtroom procedures and courtroom terminology; ability to address a group and give clear, concise directions; ability to follow directions; ability to maintain order and control over a group; ability to observe and analyze problem situations and exercise good judgment; ability to maintain confidentiality about court cases; ability to deal effectively with the general public; ability to make quick decisions and take appropriate action in potentially dangerous situations; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

REVISED: December 23, 1981

REVISED: January 15, 2015

*Non-competitive for part-time Town positions only.