COURT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a routine nature involving the enforcement of the rules and procedures of Town or Village Courts and carrying out the directions of the court to maintain order and assist with judicial proceedings. When court is not in session, may perform incidental clerical work of the courts. The work is performed under the supervision of a Town or Village Justice. Does related work as required.

TYPICAL WORK ACTIVITIES:
Maintains decorum in the court as assigned;
Inspects the courtroom for security, cleanliness and appropriate supplies;
Escorts jurors to and from the jury box and if necessary remains with them during
  deliberations, meals and overnight lodging as required;
Answers questions and directs the general public;
Calls court into session, recess or adjournment;
Performs incidental clerical work of a court office;
May guard prisoners awaiting court action;
May be required to carry a firearm, if duly authorized and licensed (see below).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
Good knowledge of the procedures and regulations pertaining to the policing of the courts; ability to maintain order in the court; ability to understand and carry out moderately complex oral and written directions; ability to deal tactfully with the public; ability to file alphabetically and numerically; ability to process and maintain simple records.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, and two (2) years of satisfactory work experience, military service, or education beyond high school.

NOTE: Additional work experience, military experience or education may be substituted for education on a year-for-years basis.

SPECIAL REQUIREMENT: It shall be the responsibility of any municipality which requires an incumbent to carry a firearm to assure that such incumbent is appropriately licensed and has a valid permit to do so.

R.C.D.P.   (12.04.1992)   10.20.2015 - Job specification may be subject to further revision
Competitive
(Part-Time is Non-competitive in any Town or Village)