

## **COURT ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This work is of routine nature and involves responsibility for dealing with court personnel and the public while carrying out orders of the court. The position involves assisting with court operations and expediting court procedures. The work is repetitive in nature but may involve some independent decisions in individual cases. The work is performed under the direct supervision of the Judge, Court Clerk and/or the Security Supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Convenes and recesses court, remaining in attendance during sessions;  
Makes necessary adjustments in the courtroom such as arranging chairs, opening/closing curtains and windows, filling water glasses, opening/closing doors, hanging coats and hats, changing the judge's nameboard, etc;  
Seats perspective jurors in a courteous and professional manner;  
Directs jury to their proper seats in jury box;  
Seats general public in court room;  
Directs witnesses to the stand;  
Assists counsel or court clerk in handling exhibits, papers and other evidence;  
Escorts jury to the jury room, to lunch or to dinner and ensures no unnecessary talking;  
Complies with requests of the presiding judge.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to learn court operations and procedures;  
Ability to follow simple oral and written directions;  
Ability to be courteous as well as act in a professional, neutral manner;  
Ability to secure the cooperation of others;  
Ability to maintain confidentiality;  
Emotional maturity;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** NONE

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NON-COMPETITIVE-COUNTY POSITIONS  
PENDING CLASSIFICATION-TOWNS, VILLAGES, SCHOOLS