

SENIOR COURT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is public contact work involving responsibility for dealing with the public while carrying out orders of the court. This position differs from that of Court Attendant by virtue of the lead role and the scheduling responsibilities. The incumbent in this position must be able to work closely with court staff and communicate the needs of the courts to other attendants. Work is repetitive in nature but involves independent decisions in individual cases. Duties are carried out under the direction of the presiding Judge and the supervision of a Security Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules Court Attendants for work in Family, County and Supreme Courts, as well as for the Grand Jury;
Greets and directs court visitors;
Convenes and recesses court, remaining in attendance during sessions;
Makes necessary arrangements in courtroom for seating, water, television, VCR, etc.;
Seats jury in proper seats in jury box;
Assists counsel or court clerk in handling exhibits, papers and other evidence;
Conducts jury to jury room;
Serves in-court parties with summonses and other court paperwork;
Procures law books from the library when requested;
Maintains a checklist of parties arriving for court;
Delivers inter-court mail;
Complies with any request of the presiding Judge.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of court documents and court procedures;
Ability to give verbal directions in court during normal and emergency situations;
Ability to secure the cooperation of others;
Initiative;
Good powers of observation, perception and analysis;
Tact;
Emotional maturity;
Good address;
Good judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One year as a Court Attendant.