

## COURT ATTENDANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility in assisting in court proceedings by performing simple, routine tasks. Incumbents are not required to be peace officers and do not provide security services. Court Attendants are employed by the Sheriff but work under the direct supervision of the Chief Court Clerk and Judge of the applicable court. Incumbents do not supervise the work of others. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Assists in the seating of jurors and prospective jurors; Escorts jurors as required, i.e. to and from deliberations, meals, smoke breaks, etc.; Controls access to jurors; Distributes and collects questionnaires, forms and other materials to jurors and prospective jurors; Assists in setting up instructional videos for jurors and prospective jurors; Delivers notes from the jury to the judge; Prepares court facilities for use and closing by unlocking/locking doors, turning lights on and off, filling/emptying water pitchers, etc.; Calls witnesses and assists them in entering and exiting the court room; Controls movement and decorum of spectators; Provides assistance to spectators as required such as assisting a spectator with a disabling condition; May, as requested, perform routine activities such as answering the telephone, shredding paper, making photocopies, running errands, delivering documents, etc.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of routine court procedures; Ability to follow oral and written instructions; Ability to explain routine court procedures to spectators and others; Ability to deal tactfully with the public; Ability to conduct oneself in a professional manner and to command the respect of others; Dependability; Good judgement; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** None

Adopted 2/24/99

revised 1/25/01