<u>COURT ATTENDANT</u>

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: Under the direction of the presiding justice, the incumbent in this class is responsible for enforcing the rules and procedures of the local court and for carrying out the directions of the court. The Court Attendant maintains decorum and order in the courtroom. Does related work as required.

<u>EXAMPLES OF WORK</u>: (Illustrative Only)

Announces opening and closing of court and appearance of the presiding justice;

Announces the order of the court calendar;

Directs parties to court actions and visitors to the court to the appropriate destination;

Assists juries, witnesses and counsel where appropriate;

Checks court documents for routine information and proper order in case folder before presenting to the judge;

Notifies probation officers, social service representatives, police and other interested parties when cases involving them are scheduled;

Verifies attendance of parties prior to hearings;

Coordinates with police department personnel the arrival, appearance and departure of prisoners;

Takes charge of prisoners while in court in coordination with state, county and local police;

Acts as official court messenger;

Maintains accurate files and records assigned for processing;

Attends to the needs of the presiding justice;

Closes court when directed and assumes security of facilities and equipment;

May answer telephone and over the counter inquiries from the public and court personnel regarding routine court procedures; court calendar dates in order to provide general assistance to interested parties.

<u>REQUIRED KNOWLEDGE, SKILLS, ABIITIES AND ATTRIBUTES</u>: Familiarity with courtroom procedures; ability to maintain order in a courtroom; ability to exercise tact and remain composed when dealing with the public, litigants, attorneys; ability to understand and follow oral and written instructions; ability to qualify in the handling of firearms, where appropriate; ability to follow the instructions and directives of the judge; ability to speak in a loud and clear voice; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; sound judgment; initiative; integrity; courtesy; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two (2) years of military service; or (b) two (2) years of work experience, one (1) year of which must have been in a public law enforcement environment.

SUBSTITUTION 1: An Associate's Degree* or Bachelor's Degree* in criminal justice, law enforcement, or related field will substitute for the work experience cited above.

SUBSTITUTION 2: Possession of a current license as a Security Guard – Unarmed, issued by the New York State Department of State, Division of Licensing Services, will substitute for the work experience cited above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a valid driver's license to operate a motor vehicle in the State of New York. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.

SPECIAL NOTE:

1. Unless specifically designated in Article 2 of New York State Criminal Procedure Law, this position is NOT a peace officer position, and may not carry firearms or have any other powers of peace officers specified in Section 2.20 of the New York State CPL.

2. This is a public officer position and all appointees must meet the requirements for public officers as specified in the Public Officers Law, including residency.