

## COURT ATTENDANT

GENERAL STATEMENT OF DUTIES: Maintains decorum and order in a courtroom; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: 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.

### EXAMPLES OF WORK: (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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of high school equivalency diploma and either (a) two years of military service; or (b) possession of an Associate's Degree in police related field or (c) two years of work experience, one year in public law enforcement environment; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.

SPECIAL NOTE:

1. This position is designated as a peace officer position in accordance with the Criminal Procedure Law.
2. This is a public officer position and all appointees must meet the requirements for public officers as specified in the Public Officers Law.

Towns, Villages  
Cities of Peekskill  
and Rye  
J. C.: Competitive  
1

Job Class Code: 0051