

COURT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class maintain order and decorum in courts. Duties are performed under general supervision of the Deputy Sheriff-Sergeant, although they may receive specific instructions from the Judge or Clerk of the Court.

TYPICAL WORK ACTIVITIES:

1. Arranges courtroom for neatness and correctness;
2. Maintains order and decorum in courtroom during sessions;
3. Notifies probation officers, social service representatives, police and other interested parties when cases involving them are scheduled;
4. Uses x-ray monitors to determine if weapons or metal are present;
5. Verifies attendance of parties prior to hearings;
6. Performs errands as directed by the Judge;
7. Supervises Jurors and guards them during deliberations;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of courtroom procedures; ability to understand and follow simple oral and written instructions; ability to be courteous yet firm with the public.

MINIMUM QUALIFICATIONS:

None.

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ADOPTED: 01/01/78

REVISED: 07/01/91