

# **COURT ATTENDANT, Part-time Tompkins County**

**Classification:** Non-competitive

**Approved:** 0

**Revised:** 02/2005

**By:** AF, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

Graduation from High School or possession of a high school equivalency diploma.

## **SPECIAL REQUIREMENT FOR THE TOWN OF DRYDEN:**

The candidate must be a licensed pistol owner and have some experience in the security field. Must be available to appear for all court sessions.

Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is public contact work of a routine nature involving responsibility for maintaining order and carrying out orders of the court. The work is performed under the general direction of the presiding judge. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Maintains order in court by keeping people seated and quiet during session;

Instructs those in the gallery to turn off all electrical devices;

Readies the courtroom for proceeding;

Attends to the needs of and escorts jurors;

Complies with the directives of the presiding judge.

May be required to register all persons entering the courtroom in a logbook;

May ask people if they possess weapons and confiscates them as necessary;

May serve as bailiff.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Ability to maintain order in the courtroom;

Ability to carry out oral instructions;

Ability to acquire familiarity with court proceedings;

Reliability, initiative, integrity and tact required;

The employee's physical condition shall be commensurate with the demands of the position.