

Jurisdiction: Oneida County  
Jurisdictional Class: Competitive  
Revised: 9/25/90

## **SUPERVISING COURT ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is assigned to the Sheriff's Department and involves the responsibility for the daily supervision of the court security program at the Oneida County Family Court and other combined courts. The work entails overseeing the assignments, conduct and performance of Court Attendants and maintaining appropriate records related to their work. The incumbent works under the general supervision of the Sheriff. Direct supervision is exercised over the work of Court Attendants. Does related work as required.

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

Monitors the work of Court Attendants and insures that they report to work on time, fill out attendance sheets, dress appropriately and possess hand-held radios;  
Advises the Chief Clerk of the Court regarding any Court Attendant who has called in sick;  
Establishes a daily roll call for Court Attendants;  
Trains new Court Attendants and develops and conducts an in-service training program;  
Assists Court Attendants with jury trials, transportation and protection of jurors if sequestered;  
Schedules relief for Court Attendants who are assigned to guard a sequestered jury;  
Provides information to court house security officers regarding each court's calendar for the day and any potential problem areas;  
Maintains appropriate payroll time sheets and ensures that they are submitted on time;  
Prepares and submits activity reports and reports of special activity as necessary.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Working knowledge of the practices and procedures of providing nonjudicial services to courts as a Court Attendant; ability to plan, assign, schedule, and supervise the work of Court Attendants; ability to maintain records and reports; ability to train others; ability to interpret and follow written and oral instructions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Four (4) years of experience as a Court Attendant; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of supervisory experience which shall have involved supervising a group (5 or more) of employees and maintaining various records; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.