

Jurisdiction: Oneida County
Towns & Villages
Jurisdictional Class: Labor
Revised: 4/18/94

COURT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Performs nonjudicial services for the courts, as well as, for trial justices and judges who preside over these courts. Under the direct supervision of judicial officers and/or higher ranking law enforcement officer, an employee in this class expedites legal proceedings in various courts by performing nonjudicial remedies, the scope of which is maintaining decorum in courtrooms and judges' chambers, expediting a flow of willing and able citizens to serve as jurors, and once juries have been drawn, escorting jurors to and from court, and preventing access to jurors when the latter are not in court; and providing information to the public about legal proceedings. Assignments are reviewed through personal observation by judges or their assigned subordinates. An employee in this class exercises no supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Ensures sufficient numbers of people to serve as jurors by filling out forms to able and excused jurors; by showing a film depicting jury service; drawing the number of jurors requested by the courts; remaining with drawn jurors to prevent prejudicial access; filling out and submitting to the Commissioner of Jurors forms that list such information as juror payroll and mileage, time served as juror, etc.;

Maintains decorum in courtroom and judges' chambers by opening courtroom doors, turning on lights, inspecting premises for foreign objects, arranging courtroom furniture, and placing legal materials on judges' benches;

Administers oaths during legal proceedings; acts as crier to open and close legal proceedings; and takes legal materials and exhibits from attorneys and brings same to judges;

Takes messages for judges and attorneys; takes legal books and documents from law library and brings same to judges, and brings legal material to court offices;

Guards jurors from prejudicial access when the latter are at meals, hotel rooms or deliberation;

Gives information to the public concerning locations, times, and types of legal proceedings that are scheduled in the courthouse;

Provides such other assistance to courts, as may be required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to read and write; ability to follow oral and written instructions pertaining to the nature of job assignments.

MINIMUM QUALIFICATIONS: None.