

CHIEF COURT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in maintaining order and providing security in Courts of the Unified Court System.

Supervision is received from the Court Officer or from a higher ranking Sheriff's Department employee. The Chief Court Attendant is also responsible for preparing schedules of work assignments for other Court Attendants, and performs a variety of routine types of clerical or record keeping functions relating to the activities performed by the Court Attendants.

TYPICAL WORK ACTIVITIES:

Assists in maintaining order in courtroom during trial;

Checks courtroom and exterior areas for security;

Assists in the enforcement of courtroom rules of behavior;

Provides jury escort to restaurant and other areas outside of the courtroom to prevent jury contact
with public;

Reports need for police or medical assistance to Sheriff's Office;

Provides general information to visitors on court premises;

May assist in checking to insure that all necessary documents are available prior to court
sessions;

Displays and safeguards exhibits in the courtroom;

Distributes and posts appropriate documents and court materials;

Assists in restraining unruly individuals;

Prepares schedules of work assignments for Court Attendants;

Processes timekeeping records and other records relating to the activities of Court Attendants;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Ability to deal firmly and effectively with the public; Ability to act quickly and effectively in emergency situations; Ability to understand and carry out oral and written instructions; Ability to learn and enforce security procedures and regulations; Ability to prepare schedules of work assignments for Court Attendants; Good hearing and vision; and Mental alertness.

MINIMUM QUALIFICATIONS:

(A) Candidates for Appointment must be at least eighteen years of age.

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Last Reviewed: 4/17/97
Jurisdictional Class:
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 12/29/2022