

## **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.

### **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.

### **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; good hearing and vision; and mental alertness.

**COURT ATTENDANT**  
**page 2**

MINIMUM QUALIFICATIONS: A Court Attendant must be at least eighteen years of age at the time of appointment.

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Last Reviewed: September 23, 1997  
Jurisdictional Class: Non-Competitive  
Public Hearing: Pending  
NYS Civil Service Commission Approval: Pending

Revised and Replaced in Classplan: 1/27/2023