

Department: Sheriff Department      SPEC DISK D7  
Classification: Non-Competitive      DOCUMENT 33  
Grade: 7

### COURT ATTENDANT

*DISTINGUISHING FEATURES OF THE CLASS:* The work involves responsibility for maintaining records for court, answering routine inquiries and carrying out simple court directives. Assignments are received in form of court calendar and the incumbent is responsible to coordinate activities to insure staffing and attorneys are notified of details. The work is performed under general supervision with limited leeway allowed for exercise of independent judgement in carrying out details of the work. Supervision over the work of others is not a responsibility of employees in this class. The incumbent does related work as required.

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

Maintains order in the court room waiting area by monitoring and advising people of appropriate behavior and calling for removal of disruptive or disorderly persons;  
Prepares court room for proceedings;  
Announces the order of the court calendar vocally prior to each day's session;  
Locates people who are waiting and conducts them into the court room as their cases are reached on calendar;  
Seats jurors in the jury box and accompanies lawyers and spectators to room seats;  
Collects and logs in summons slips at courtroom door;  
Acts as court messenger while court is in session;  
Arranges for meals for sitting jury;  
Answers inquiries dealing with the court calendar;  
Schedules appointments for those calling on judges;  
Maintains simple court records and makes photocopies of records and documents as requested;  
Checks in witnesses and attorneys for calendared cases;  
Answers inquiries dealing with the court calendar;  
Schedules appointments for those calling on judges;  
Maintains simple court records and makes photocopies of records and documents as requested;  
Checks in witnesses and attorneys for calendared cases;  
Insures judges have relevant case files, pertinent law books and other documents prior to trial;  
Insures court staff is present prior to trial including court reporter, probation officer, attorneys, witnesses, etc.;  
Announces judge upon entry into court;  
Hands out court adjournment notices;  
Escorts judge to and from chambers;  
Accompanies jury to and from court rooms and to meals and hotel, if sequestered;  
Calls and swears witnesses, as needed.

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

Ability to acquire a good knowledge of court room procedures; ability to explain court procedures and regulations; ability to maintain order in a court room; ability to deal tactfully with the public; ability to understand and carry out oral and written instructions; ability to maintain simple records; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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