

Department: Sheriff Department  
Classification: Non-Competitive  
Grade: 7

SPEC DISK D7  
DOCUMENT 34

### COURT ATTENDANT/DETENTION AIDE

*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. Maintains custody and security of prisoners at Sheriff's Department, court, detention facilities or other assigned locations. The work is performed under direct supervision of Deputy Sheriff Sergeants according to established procedures for handling prisoners. 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;  
Maintains simple court records and makes photocopies of records and documents as requested;  
Checks in witnesses and attorneys for calendared cases;  
Insures court staff is present prior to trial including court reporter, probation officer, attorneys, witnesses, etc.;  
Hands out court adjournment notices;  
Accompanies jury to and from court rooms and to meals and hotel, if sequestered;  
Calls witnesses, as needed;  
Searches prisoners for weapons, contraband, drugs and other harmful articles;  
Guards persons detained at a police station house or detention room pending hearing or transfer to a penal institution;  
Care for prisoners who are sick or intoxicated;  
Accompanies prisoners to court and remains with them until the case has been disposed of;  
May observe inmates in detention area to assure prisoners' well being and adherence to regulations and rules;  
May be responsible for the cleanliness and sanitation of the detention areas.

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

Ability to read and write; ability to understand and carry out oral and written instructions; 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 maintain discipline among prisoners and to enforce rules and regulations with firmness and tact; ability to exercise judgment and act quickly in emergencies; ability to maintain simple records and prepare simple reports; physical condition commensurate with the demands of the position.

#### *MINIMUM QUALIFICATIONS:*

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

#### *SPECIAL REQUIREMENT FOR THE ACCEPTANCE OF APPLICATION:*

Possession of an appropriate level New York State driver's license at the time of appointment.