



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

|                       |   |
|-----------------------|---|
| Civil Service Title:  | <b>COURT ATTENDANT, PART TIME</b>   |
| Jurisdictional Class: | Non-Competitive*  |
| Civil Division:       | County Sheriff (Approved by NYS CSC 10/22/01)<br>Town of Aurelius (Approved by NYS CSC 5/21/13) |
| Adoption:             | CSM 02/10/99  |
| Revised:              | CSM 02/13/2002  |

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the Sheriff's Department and involves responsibility for the decorum of the courtroom to which assigned and for following routine courtroom procedures to assist the judicial process. The work is performed under the general supervision of the presiding Judge and Chief Court Clerk. Supervision of others is not a responsibility of employees in this class. The incumbent does related work as required.

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

Sets up courtroom for proceedings and dismantles same at the end of the day;  
Fills water containers, checks and adjusts courtroom temperature prior to proceedings;  
Takes attendance as jurors report and distributes juror booklets;  
Collects juror information sheets;  
Announces the judge and the order of the court calendar;  
Instructs the jurors as to their position in lining up and seating in the jury box;  
Escorts jury to and from courtroom and to meals and hotel, if sequestered;  
May make coffee for jurors during trial;  
Arranges for meals for sitting jury;  
Sequesters witnesses until they are called to testify;  
Escorts witnesses to courtroom and has them sworn in by Clerk;  
Stands by and receives any messages when a jury is sequestered for deliberation and advises Clerk and Judge of all messages;  
Directs attorneys, parties to actions, and visitors to proper courtrooms;  
Checks in Petitioners, Witnesses, Respondents, Attorneys, Social Services Personnel, etc. for cases on the court calendar;  
Advises Clerk when cases are ready;  
Locates people who are waiting and conducts them into the courtroom as their cases are reached on the calendar;  
Maintains simple court records;  
May answer telephone and make photocopies of records and documents as requested;  
Acts as court messenger while court is in session.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Ability to acquire a good knowledge of courtroom proceedings; ability to explain court procedures and regulations; ability to deal tactfully yet firmly with the public; ability to understand and carry out written and oral instructions; ability to keep simple records; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of a New York State high school equivalency diploma;
- OR
- (B) Four years of experience in a position working with the public that includes simple record keeping.