

DEPARTMENT: TOWNS
CLASSIFICATION: LABOR APPROVED STATE CSC 05/19/2003
APPROVED: JUNE 4, 2014

COURT ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the judge of the court with routine tasks, making phone calls, assisting with the maintenance of decorum in the court, and running errands. The incumbent is not responsible for performing court security functions. Work is performed under the direct supervision of the judge who assigns and directs work, reviews performance and is available for guidance. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Receives callers for the judge and schedules appointments;
2. Receives court papers and arranges them for judge's signatures;
3. Assists calendar clerk in calendar preparation;
4. Assists in maintaining order in the court;
5. Secures, personally and by telephone contacts information for the judge, gets records, books and the like from County Clerk, court records, library and other departments as needed;
6. Makes phone calls for the judge arranging court attendance of lawyers and any others;
7. Assists in preparation of calendar masters, supplements, and summaries at ends of terms;
8. Helps maintain neatness in court and adequate supplies;
9. Performs routine clerical tasks such as making copies, filing, and compiling documents;
10. Signs in defendants for court sessions;
11. Distributes court files and documents between the judge, district attorneys, litigant attorneys, town prosecutors, and victim advocates.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to understand and follow simple oral and written instructions; ability to get along well with others; tact and courtesy; industry and dependability; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

None required.