

COURT ATTENDANT (City of Olean)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a routine nature involving the enforcement of the rules and procedures of Olean City Court and carrying out the directions of the Court to maintain order and assist with judicial proceedings. The work is performed under the supervision of the Police Chief. A **Court Attendant** does related work as required.

TYPICAL WORK ACTIVITIES:

- Maintains decorum in the court;
- Inspects the court room for security, cleanliness and appropriate supplies;
- Escorts jurors to and from the jury box and, if necessary, remains with them during deliberations, meals and overnight lodging as required;
- Answers questions and directs the general public;
- Calls Court into session, recess or adjournment;
- May guard prisoners awaiting Court action.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the procedures and regulations pertaining to the policing of the Courts; ability to maintain order in the Court; proficiency in use of pistol or revolver; ability to understand and carry out moderately complex oral and written directions; ability to deal tactfully with the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and; either

- A) Two (2) years of satisfactory work as a police officer; or
- B) Four (4) years of military service; or
- C) Associate's Degree in police science.

SPECIAL REQUIREMENT: Possession and maintenance of a valid NYS Pistol Permit.

Adopted

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION