

SUBSTITUTE COURT ATTENDANT

(Town of Poughkeepsie Court)

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class maintain order and decorum in courts. Duties are performed under general supervision of the Deputy Sheriff-Sergeant, although they may receive specific instructions from the Judge or Clerk of the Court.

TYPICAL WORK ACTIVITIES:

1. Arranges courtroom for neatness and correctness;
2. Maintains order and decorum in courtroom during sessions;
3. May notify probation officers, social service representatives, police and other interested parties when cases involving them are scheduled;
4. May use x-ray monitors to determine if weapons or metal are present;
5. Verifies attendance of parties prior to hearings;
6. Performs errands as directed by the Judge;
7. Supervises Jurors and guards them during deliberations;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of courtroom procedures; ability to understand and follow simple oral and written instructions; ability to be courteous yet firm with the public.

MINIMUM QUALIFICATIONS:

None.

PREFERRED QUALIFICATION: Previous experience as a Police Officer, Security Officer or Court Attendant is preferred.

*** Applications will be accepted through Wednesday, December 21. Interested candidates should submit a copy of the Town of Poughkeepsie application as well as the County of Dutchess applications. Applications may be obtained at <http://www.townofpoughkeepsie.com/> and mailed to One Overocker Road, Poughkeepsie, NY 12603 or may be faxed to 845-485-1130. The Town of Poughkeepsie is an EEO/AA Employer. A background check will be required before a job offer can be made.

