

Jurisdictional Class: Non-Competitive  
Adopted: June 8, 1993  
Revised: May 3, 2010

**COURT ATTENDANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting the courts to ensure smooth operation. Work is performed under the direct supervision of a Deputy Sheriff or higher-level court official. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assembles and guides courtroom participants;  
Announces cases in the hallway;  
Seats witnesses;  
Maintains order in the courtroom;  
Escorts the jury and guards evidence when necessary;  
Keeps courtroom and lawyer's lounge neat and orderly;  
Answers telephones in the lawyer's lounge;  
Performs other duties essential in maintaining the smooth operation of the court.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Ability to get along well with others.

**MINIMUM QUALIFICATIONS:** None