

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: Court Attendant

TITLE #: 1199

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for maintaining order and decorum and providing security in the local courts. Work is performed under the general supervision of the Police Chief or under the direction of the Justice Court as assigned by the appointing authority and in accordance with well-established policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains order and decorum in court rooms, waiting rooms, and other court premises;

Guards prisoners or detained respondents while they are in the court;

Subdues unruly individuals and prevents any behavior which interferes with the judicial process;

Seats witnesses and jurors in specified areas of the court;

Operates metal detectors and other security equipment;

Delivers and retrieves court documents and exhibits and deposits court fees and fines;

Provides first aid and assistance during emergencies and prepares incident reports;

Screens visitors to the courts and answers inquiries;

May transport prisoners to and from the court.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of court security techniques; good knowledge of first aid emergency practices; good knowledge of court procedures, practices and legal terminology; ability to use unarmed defensive and restraint techniques; ability to understand and follow oral and written communications; ability to maintain composure during a disturbance; tact; diplomacy; patience; physical condition commensurate with the demands of the position.

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CLASS TITLE: Court Attendant (continued)

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma; or
- (B) One year of experience as a Security Guard or Peace Officer.

SPECIAL NOTES:

1. Unless specifically designated in Article 2 of New York State Criminal Procedure Law, this position is NOT a peace officer position, and may not carry firearms or have any other powers of peace officers specified in Section 2.20 of the New York State CPL.
2. If the position is specifically designated as a peace officer in Section 2.10 of the New York State CPL, it shall be the responsibility of the municipality which requires an incumbent to carry a firearm to assure that such incumbent is appropriately licensed and has a valid permit to do so.

JURISDICTIONAL CLASS: Competitive when full-time, Non-Competitive when part-time

REVISED: 1/31/2022 AT