

COURT ATTENDANT (SPANISH-SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work of a routine nature involving the enforcement of the rules and procedures of Town or Village courts and carrying out the directions of the court to maintain order and assist with judicial proceedings. When court is not in session, may perform incidental clerical work of the courts. The work is distinguished from that of a Court Attendant in that some duties require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated in Notes below. The work is performed under the supervision of a Town or Village Justice. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains decorum in the court as assigned;
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;
Answers questions and directs the general public in English and/or Spanish;
Calls court into session, recess or adjournment;
Performs incidental clerical work of a court office;
May guard prisoners awaiting court action;
May be required to carry a firearm, if duly authorized and licensed (see below).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the procedures and regulations pertaining to the policing of the courts; ability to read, speak and understand Spanish at the fluency level described below; ability to maintain order in the court; ability to understand and carry out moderately complex oral and written directions; ability to deal tactfully with the public; ability to file alphabetically and numerically; ability to process and maintain simple records.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of satisfactory work experience, military service or education beyond high school.

NOTES:

1. Additional work experience, military service or education may be substituted for high school on a year-for-year basis.
2. Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.

SPECIAL REQUIREMENT: It shall be the responsibility of the jurisdiction that requires an incumbent to carry a firearm to assure that such incumbent is appropriately licensed to do so.