



# Court Attendant, Per Diem

Class Code:  
3863

Bargaining Unit: Service Employees International Union

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Revision Date: Mar 17, 2009

## SALARY RANGE

SEE SALARY SCHEDULE

## JOB DESCRIPTION:

### JOB DEFINITION

Under general supervision, to monitor the courtroom to ensure order and silence is maintained in and near the courtroom; to ensure the security of the courtroom and the integrity of the jury; to provide assistance to judicial officer, court staff, attorneys, jurors, litigants and members of the public; and to perform various courtroom activities and other related duties as assigned

## EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification; however, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all listed duties.

1. Monitors the courtroom to ensure that the order and silence are maintained in and near the courtroom; monitors persons in the courtroom to ensure non-disruptive behaviors; serves as courtroom crier; and prevents persons from entering or leaving courtroom as required by procedure or as instructed by a judicial officer.
2. Secures and inspects courtroom; and alerts the judicial officer and/or sheriff personnel to any possible security problems in or near the courtroom.
3. Takes custody of jurors during deliberations and lunch; acts as a liaison between jurors and judicial officer; and ensures integrity of the jury by maintaining order and isolation from the public and compromising situations.
4. Performs general clerical duties; answers telephones and assists callers; sorts and distributes mail, including jury mail; schedules appointments; runs official errands; makes copies; transports documents between courtroom and clerks' office; scans, sorts and files documents; records statistics; updates judges' libraries, as needed; and moves furniture, files and other objects as

instructed.

5. Provides general information and assistance to the members of the public and attorneys in person and by telephone; assist attorneys with exhibits; and serves as liaison between judicial officers, court staff, attorneys, jurors, witnesses, litigants and members of the public.

6. Prepares the courtroom; conducts inventories of equipment; obtains and prepares equipment, including audio visual, video recording and listening devices; orders and distributes supplies.

7. Operates a computer for checking cases, accessing email, printing department calendars, maintaining files and forms, providing daily status reports and completing electronic timesheet; reviews accuracy of scanned documents; assists the court by gathering case related information from litigants, victims and witnesses.

8. Locates, retrieves and assists in organizing materials in files.

9. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

(May be met in either one of two options.)

### Either Option I

Experience:

Equivalent to two years of full-time clerical and security services experience in a courtroom, corrections, public safety, probation and/or private security company that includes heavy and direct contact in person with customers or the public.

### Or Option II

Education:

Successful completion of 30 semester units or 45 quarter units of course work in criminal justice administration, law enforcement administration or legal studies from an accredited college or university.

### And

Experience:

Equivalent to one year of full-time clerical and security services experience in a courtroom, corrections, public safety, probation and/or private security company that includes heavy and direct contact in person with customers or the public.

## **KNOWLEDGE AND ABILITIES:**

*Knowledge of* legal terminology and court procedures; customer service practices; problem solving; conflict resolution techniques; modern office procedures and equipment, including hardware and software computer programs, scanner, fax machine, copier and recording equipment.

*Ability to* maintain order and silence in a courtroom; assist judicial officers, attorneys and other personnel; understand and execute oral and written instructions; operate modern office equipment, including copier, scanner, fax machine and recording and visual presentation equipment; retrieve and interpret information on a computer screen; demonstrate proficiency using a computer, including keyboard and mouse; observe situations and determine appropriate courses of action; use good judgment and interpersonal skills to mediate and diffuse disputes in the courtroom; listen carefully to note pertinent information; communicate effectively; remain calm in a demanding and stressful work environment; establish and maintain cooperative working relationships with judges, attorneys, staff and the public; and maintain confidentiality.

## **CLASSIFICATION HISTORY:**

Revised: 8/28/14 lb

Revised: 5/3/18 gc