

MINNESOTA JUDICIAL BRANCH
COURT ATTENDANT

Nature of Work:

This is a responsible courtroom clerical work in a district court of the Minnesota State Court System.

Work involves providing assistance in facilitating efficient courtroom proceedings by distributing and tracking case files and documents. Work also involves preparing and securing courtrooms assisting with juries and administering oaths. Work is performed in accordance with established procedures and practices under the general supervision of a judge or court official, and is evaluated on the basis of accuracy and completeness.

Essential Functions (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

- Meets with judges and assists them in coordinating court proceedings by retrieving documents, photocopying materials and acting as a liaison between judges, juries, attorneys and public.
- Inspects courtroom for cleanliness, orderliness, supplies and proper heat, light, ventilation, recording and sound equipment; opens and locks courtroom.
- Distributes court calendars and files; tracks case files.
- Prepares courtrooms for court proceedings; checks in attorneys and clients.
- Draw juries; secures and sequesters jurors and escorts jurors to the courtroom; swears in juries.
- Administers oaths.
- Assists attorneys in selecting trial dates and completing necessary forms.
- Receives, records, tracks and secures court exhibits.
- Photocopies and files court minutes.
- Reads and records verdicts and delivers them to the appropriate office for processing and filing; escorts defendants to jail.
- Provides general clerical help such as photocopying, faxing, light typing, filing, reception, and sorting and distributing mail.

Knowledge, Abilities, and Skills

Knowledge of courtroom proceedings.

Knowledge of departmental programs, policies and procedures.

Knowledge of basic math, English, grammar, and legal terminology.

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Ability to operate various office equipment such as photocopy machines, fax machines and personal computers.

Ability to organize work effectively.

Ability to handle multiple tasks at one time and adapt to frequently changing work demands.

Ability to work effectively with the public, and work with associates in a professional manner.

Working Conditions

Work is performed primarily in an office setting, or a courtroom.

Physical Demands

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as papers and files. Some positions may require periods of extended sitting, standing or computer use. Some positions may require standing on a ladder to retrieve files from high shelves.

Qualifications (Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:)

Graduation from an approved high school or vocational school and considerable experience working directly with the public.

Licensure and Certification Requirements

Possession of a valid Class C Minnesota driver's license, if applicable.