

## COURT OFFICER

Rev. 11/01  
Erie County  
T & V  
WRB/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves performing a variety of duties and assignments for the Justice of the Jurisdiction. Employees in this class tend to the needs of the Court and the work under the direct supervision of the Justice . Does related work as required.

### TYPICAL WORK ACTIVITIES:

Receives callers on the Justice and schedules appointments;  
Receives court papers and arranges them for Justice's signature;  
Assists in calendar preparation;  
Assists in maintaining order in the Court;  
Instructs visitors to remove any weapons or devices that may cause injury to public, staff and premises;  
Enforces the Court's policies and procedures as directed by the Justice;  
Gives directions or instructions to people entering the Court;  
Instructs visitors concerning the precautions to be taken when entering the Court;  
Prepares daily reports that may be required;  
Secures, personally and by telephone contacts, information for the Justice, gets records, books and the like from other departments as needed;  
Makes phone calls for the Justice; arranging court attendance of lawyers and any others;  
Maintains neatness in Court and adequate supplies;  
May attend a metal detector to ensure the protection of public, staff and premises.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and follow oral and written instructions;  
Ability to get along well with others;  
Ability to be firm yet courteous with the public;  
Ability to act effectively and quickly in an emergency, good powers of observation;  
Tact and courtesy;  
Industry;  
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Some jurisdictions may require a license to carry a pistol.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements