

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: June 8, 1988
Revised: May 3, 2010

COURT AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for transporting furniture, equipment, and other bulk objects between court related locations. The Court Aide also answers the phone and performs messenger duties. Work is performed under the general direction of the County Clerk. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Transports furniture, equipment, and other bulk objects between offices, courtrooms, judges' chambers, hearing officer chambers, and other court related locations as needed;
Arranges rooms for court or hearings, sets up water pitchers and cups, and provides writing utensils;
Acts as receptionist answering general questions for the public;
Assists individuals in locating ancillary services scheduled such as Worker's Compensation Hearings, Social Security Hearings, Motor Vehicle Hearings, Blood Drawings for Paternity Proceedings, Unemployment Hearings, etc.;

Acts as messenger for attorneys, judges, and hearing officers;
Routinely patrols the Court Area (3rd floor) as a means of protecting County possessions from vandalism;
Changes wall calendars to indicate name of Judge, date and case being heard as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to get along well with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.