



Title: Court Attendant

Salary: \$60/Court Session

COURT ATTENDANT

The Town of Poughkeepsie is seeking qualified individuals for employment in the Town Justice Court as Court Attendants. The ideal candidates would be part time Police Officers within Dutchess County or a New York State certified Security Guards seeking to supplement his/her income. If you have any unique qualifications, other than those identified above, that demonstrate your ability to perform the listed duties, please apply. Our Court Attendant maintain order and decorum in courts. Duties are performed under general supervision and instruction of the Judge or Clerk of the Court. Our Court Attendants perform the following duties in our Town Justice Court:

1. Arranges courtroom for neatness and correctness;
2. Maintains order and decorum in courtroom during sessions;
3. Notifies probation officers, social service representatives, police and other interested parties when cases involving them are scheduled;
4. Uses x-ray monitors to determine if weapons or metal are present;
5. Verifies attendance of parties prior to hearings;
6. Performs errands as directed by the Judge;
7. Supervises Jurors and guards them during deliberations;
8. Does related work as required.
9. Ability to be courteous yet firm with the public.

FINGERPRINTING: A fingerprint supported background investigation may be required before an appointment is made. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. If a screening is required, payment is due once a job offer is made and accepted by the applicant.

Interested candidates should forward a cover letter and a resume to the Town Supervisor, Jon Baisley. Please mark "Court Attendant" on the outside of your envelope. The Town is accepting resumes until September 29, 2017.

Town of Poughkeepsie Supervisor
One Overocker Road, Poughkeepsie, NY 12603
Phone: 845-485-3607
Website: www.townofpoughkeepsie.com
An EEO/AA Employer