

COURT USHER

GENERAL

This position involves a variety of routine clerical and other general duties in the courts and Judges' chambers. Incumbents carry out such duties in response to requests from Judges and others in the court system, and are under the direct supervision of a senior court official such as the Prothonotary.

TYPICAL DUTIES

Escorts members of the bench to and from court and attends Judges' chambers with counsel.

Opens court rooms and assist Clerks of Court with swearing in, roll call and enumeration of jury members and swearing in of witnesses.

Assists with proper handling of exhibits in court, updates statutes, enters fee slips and does filing.

Performs messenger services for Justices, and generally assists members of the bench and visiting members of the Bar with numerous minor requests.

Operates elevator in Judges' quarters.

Collects, delivers and sorts mail.

Answers telephones and takes messages for Judges.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

General knowledge of clerical procedures.

Ability to carry out instructions accurately, according to rules and protocol of the courts.

Ability to respond courteously and efficiently to many requests from many people.

Education, Training and Experience

High school education and potential for training in court protocol, or equivalent experience.

Physical Standards

Physically capable of performing the duties assigned.