

JOB DESCRIPTION

TITLE:	COURTROOM ESCORT COURT SERVICES
JOB SUMMARY:	Work with courtroom security, court clerks, attorneys, probation officers, and detention staff, as a courtroom escort and liaison in assisting to assure a smooth process for assisting youth and families awaiting court.
JOB DUTIES:	Escort detained juveniles and/or families in and out of the courtroom for hearings. If escorting for arraignments: Obtain the latest arraignment docket and mark the docket in red ink on all Notice and Summons and Personal Recognizance Releases. Using A-Control's assignment sheet, compare to be certain that all names from the list have been included and delete from the list any released juveniles. After the Clerk calls the names from the docket, unless the juvenile is on a Notice and Summons or Personal Recognizance Release, get the juvenile from the Detention dayroom and seat him/her at the DAC table with his/her attorney. If the Judge orders a conference date for a hearing, pick up the form from the Judge and take it to DAC for appropriate signatures. Give one portion of the form to the Prosecutor and the other to the Clerk. Return the juvenile to detention or the Court lobby. Upon completion of the Court calendar, on top of the docket sheet list the number of releases, the number of detentions and the number of no shows. Leave the calendar for the Juvenile Court Administrator.
TRAINING, EDUCATION EXPERIENCE:	Familiarity and general understanding of legal terminology, courtroom process, and the juvenile law. Attendance at a half-day Cultural Diversity Training required.
PERSONAL TRAITS:	Must be mature, dependable, and suitably dressed for the courtroom. Must maintain strict confidentiality and a professional relationship with staff and clients.
REQUIREMENTS:	Ability to interact positively with people who are under stress. Ability to work closely with a variety of people. Ability to take direction and follow through. Ability to maintain composure at all times. Must submit to a background check.
JOB RELATIONSHIPS:	Supervised by the Court Services Manager. Responsible to the Volunteer Services Manager.
TIME COMMITMENT:	To be arranged during Court hours. Flexible to accommodate court calendar.